Guidance on completing the Sexual Misconduct and Harassment Reporting Form

# **When to use this form:**

You may use this form to make a report of sexual misconduct and/or harassment to the University for the purposes of investigating a complaint In other words, use this form to request that the University take action in response to an incident of sexual misconduct and/or harassment where the Responding Party is a member of the Unversity community, e.g. student or staff.

# **How to complete this form:**

Please complete this form to the best of your knowledge. You may choose to leave some sections blank. After submitting this form, if you choose to continue with the formal process an investigation into the allegations will be conducted. This form will be used to represent your experience to the investigator, but you will also have the opportunity to speak to the investigator. This form will also be shared with the Responding Party(s) in order to inform him/her/them of the report.

Please note if you choose to not identify yourself on the form, we will be unable to take action in response to the form. Anonymous reports will be accepted for information only. The University is only able to initiate an investigation if the Reporting Party is willing for the Responding Party to be informed of the report against them which includes knowing who has made the report. Disciplinary action against a Responding Party can only be taken following the outcome of an investigation that indicates that disciplinary action is required.

1. **Reporting Party:**

The Reporting Party is the invididual who was the subject of the sexual misconduct and/or harassment and has chosen to formally report this to the University. After the form is submitted, the following information will be redacted so that the Responding Party does not receive your contact details:

* your email address,
* phone number,
* School

1. **Responding Party:**

The Responding Party is the individual who is alleged by the Reporting Party to have committed the sexual misconduct and/or harassment. If there is more than one Responding Party for the same incident, please note that in the Incident Information section.

1. **Incident Information:**

Use this section to describe what happened. The more detail you provide in this section the fewer questions the investigators may need to ask you about those details during the investigation. If there is more than one incident related to the same Responding Party, please indicate this in the description of the incident. If there were witnesses who have knowledge of the incident/s, you may wish to include them in the investigation. In order for the witnesses to be included, they have to consent to participate in the investigation.

1. **Supporting Documentation:**

Supporting documentation may include, but is not limited to:

* photos,
* videos,
* e-mails,
* text messages and/or
* screenshots of online material.

If you submit supporting documentation, this will be shared with the Responding Party at the time he/she/they are informed of the report and receives a redacted copy of this form.

1. **Outcome:**

In this section, please decribe what actions you desire to be taken from this process. This may include requests for information on specialist support, a disciplinary response, and/or no contact arrangements/orders. If you are not sure what outcome you want, you can leave this blank.

# **How to submit this form:**

Please submit this to the Head of Conduct and Appeals using the contact details at the end of the form.

# **What happens next?**

The University will hold an Initial Review Meeting to consider any non-judgmental precautionary measures necessary to support you, the Responding Party and other parties involved whilst investigations take place.

You will be asked to attend an investigation meeting with the investigator. You may be accompanied by a member of the University community such as a member of staff, Students’ Union representative or a fellow student or by someone external such as a family member, friend or a member of a specialist external agency for example, the Sexual Assault Referral Centre or Rape Crisis.

The Responding Party will receive written notification of the report made against them, informed of the procedure being followed and asked to attend a meeting with the investigator. During that meeting the procedure will be explained and the details of the report against them will be confirmed. The Responding Party will be given a full and fair opportunity to explain or present their version of events in response.

You will be informed of the outcome of the investigation and whether the investigator determined that a breach of the policy occurred and any further action that may be taken.

# **Relevant definitions**

**Sexual Misconduct and Harassment** is defined as any unwanted conduct of a sexual nature which occurred in person or by letter, telephone, text, email or other electronic and/or social media and includes, but is not limited to, the following behaviour:

* Engaging, or attempting to engage in a sexual act with another individual without consent;
* Sexually touching another person without their consent;
* Conduct of a sexual nature which creates (or could create) an intimidating, hostile, degrading, humiliating, or offensive environment for others including making unwanted remarks of a sexual nature;
* Inappropriately showing sexual organs to another person;
* Repeatedly following another person without good reason;
* Recording and/or sharing intimate images or recordings of another person without their consent;
* Arranging or participating in events which may reasonably be assumed to cause degradation and humiliation to those who have experienced sexual violence, for example inappropriately themed social events or initiations.
* Misuse of power enacted by staff especially in their relations with students or staff members, e.g. inappropriate or unwanted behaviour such as harassment, grooming, bullying, sexual invitations, comments and non-verbal communication with sexual content or overtones, creation of inappropriate sexual atmosphere, and promised resources in exchange for sexual interaction.
* **Domestic abuse and coercive or controlling behaviour** is defined as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are, or have been, intimate partners or family members regardless of gender or sexuality. This can include, but is not limited to, psychological, physical, sexual, financial and/or emotional abuse.

Please refer to the guidance on pages 1-2 of this document before completing this form.

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| --- | --- |
| **1. Reporting Party** | |
| **Name** |  |
| **Email Address** |  |
| **Phone** |  |
| **Gender** |  |
| **School** |  |
| **2. Responding Party** | |
| **Name** |  |
| **Gender**  **(as you percieve it)** |  |
| **Relationship to Reporting Party** | (e.g. friend, peer, partner, stranger, lecturer, colleague, etc.) |
| **Affiliation with the University of Wolverhampton** | (e.g. student, staff, other) if known |
| **School** if known |  |
| **3. Incident Information** | |
| **Date and Time of Incident** |  |
| **Please provide a description of the incident.** | (add more pages if necessary) |
| **Please provide the details of any witnesses to the incident.** |  |
| **Have you told anyone about this incident?** | Yes  No If yes, who: |
| **Have you notified the police?** | Yes  No  I would like more information on this option. |
| **4. Supporting Documentation** | |
| **Are you submitting supporting documentation?** | Yes  No If yes, please describe (where possible, please submit this with your report): |
| **5. Outcome** |  |
| **What actions do you desire from this process?** |  |

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| --- | --- | --- |
|  |  |  |

**Signature: Date**:

|  |  |  |
| --- | --- | --- |
| Please submit any supporting documentation with this form. Please forward this completed form to Conduct and Appeals Unit. | | |
| By email:  [Conductandappeals@wlv.ac.uk](mailto:Conductandappeals@wlv.ac.uk) | By mail:  Head of Conduct and Appeals | In person:  2nd Floor Houseman Building  Please ask for the Head of Conduct and Appeals |