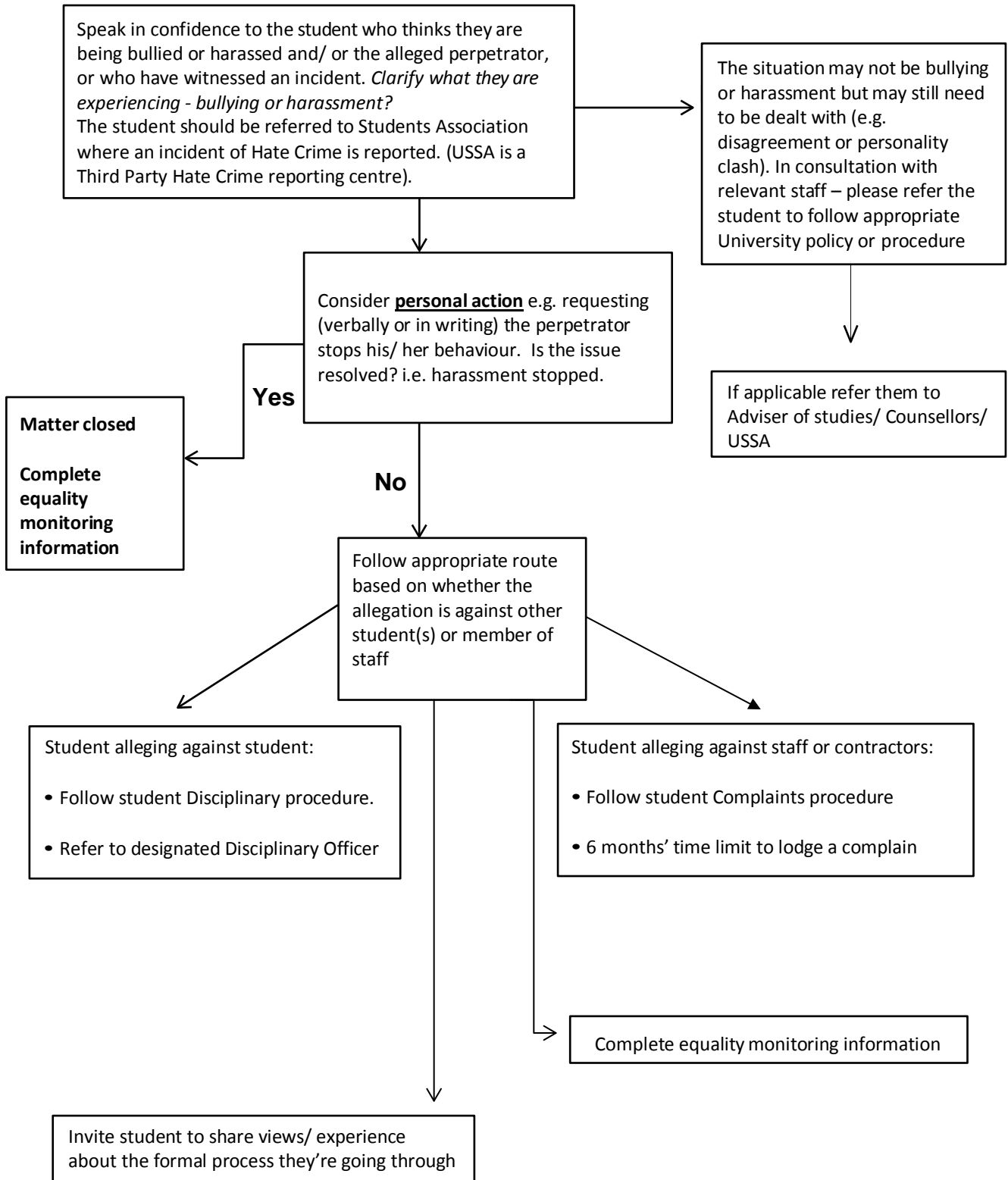


Students
Process for dealing with alleged incidents on bullying and harassment



Speak in confidence to the student who thinks they are being bullied or harassed and/ or the alleged perpetrator, or who have witnessed an incident. *Clarify what they are experiencing - bullying or harassment?*
 The student should be referred to Students Association where an incident of Hate Crime is reported. (USSA is a Third Party Hate Crime reporting centre).

The situation may not be bullying or harassment but may still need to be dealt with (e.g. disagreement or personality clash). In consultation with relevant staff – please refer the student to follow appropriate University policy or procedure

Consider **personal action** e.g. requesting (verbally or in writing) the perpetrator stops his/ her behaviour. Is the issue resolved? i.e. harassment stopped.

If applicable refer them to Adviser of studies/ Counsellors/ USSA

Matter closed
Complete equality monitoring information

Follow appropriate route based on whether the allegation is against other student(s) or member of staff

Student alleging against student:
 • Follow student Disciplinary procedure.
 • Refer to designated Disciplinary Officer

Student alleging against staff or contractors:
 • Follow student Complaints procedure
 • 6 months' time limit to lodge a complain

Complete equality monitoring information

Invite student to share views/ experience about the formal process they're going through

Staff

Process for dealing with alleged incidents on bullying and harassment

