

## **Reasons to use Report and Support**

R&S is the University's tool for recording incidents of sexual violence and misconduct, bullying, harassment, discrimination, hate crime, domestic abuse, stalking and spiking.

R&S is not limited to events that take place on campus. Any Sussex staff/students/visitors can use it.

R&S can also be used for historical disclosures, even if the incident happened before the individual became a student, because if it's still affecting them now, they can get support for it.

Disclosing these incidents enables the University to:

- Offer support directly to the reporting student
- Build a picture of what is happening to students both on and off campus
- Direct resources where they are most needed

## **What happens when a report is submitted**

Reports are reviewed by Sarah Wratten, the University's Sexual and Domestic Violence Response Officer, or a manager in the Department of Student Experience. They are allocated to the most relevant person to make contact and offer support. The person reporting will be contacted within five days max., but usually sooner.

In the support meeting, they will be talked through reporting options (Police, Student Discipline) and will be supported in deciding if they want to do that or not.

There are two different ways to make a disclosure:

### **Disclose with contact details**

If the reporting person would like support around what's happened and for something to be done about the incident, please encourage them to disclose with contact details.

This disclosure **will not** be taken further (to Student Discipline or the Police) unless they want this to happen. (There are a few exceptions to this, for instance, if there is a potential serious risk of harm to someone, or a risk to a child).

If they do not want to be contacted or offered any support, but are willing to be named and have their voice heard, use this option on Q. 11: 'Don't wish to be contacted at this time'.

If they do want Student Discipline or the Police involved, they should enter name with contact details so they can be supported with that process.

### **Disclose anonymously**

Individuals can disclose anonymously if they just want the University to know something has happened and add their experience to the statistics.

***In the case of anonymous disclosures, no contact will be made, no support offered and no action can be taken by the University.***

Disclosing anonymously does help the University to build a picture of students' experiences and the report will form part of the statistics.

If a student doesn't wish to be named for whatever reason, please encourage them to submit a report anonymously, or do so on their behalf using the 'disclose with contact details' option and their initials. Their experience matters.

### **Time**

Submit reports even if the incident hasn't happened recently. The University still wants to know.

### **Why we might report a disclosure on behalf of a student**

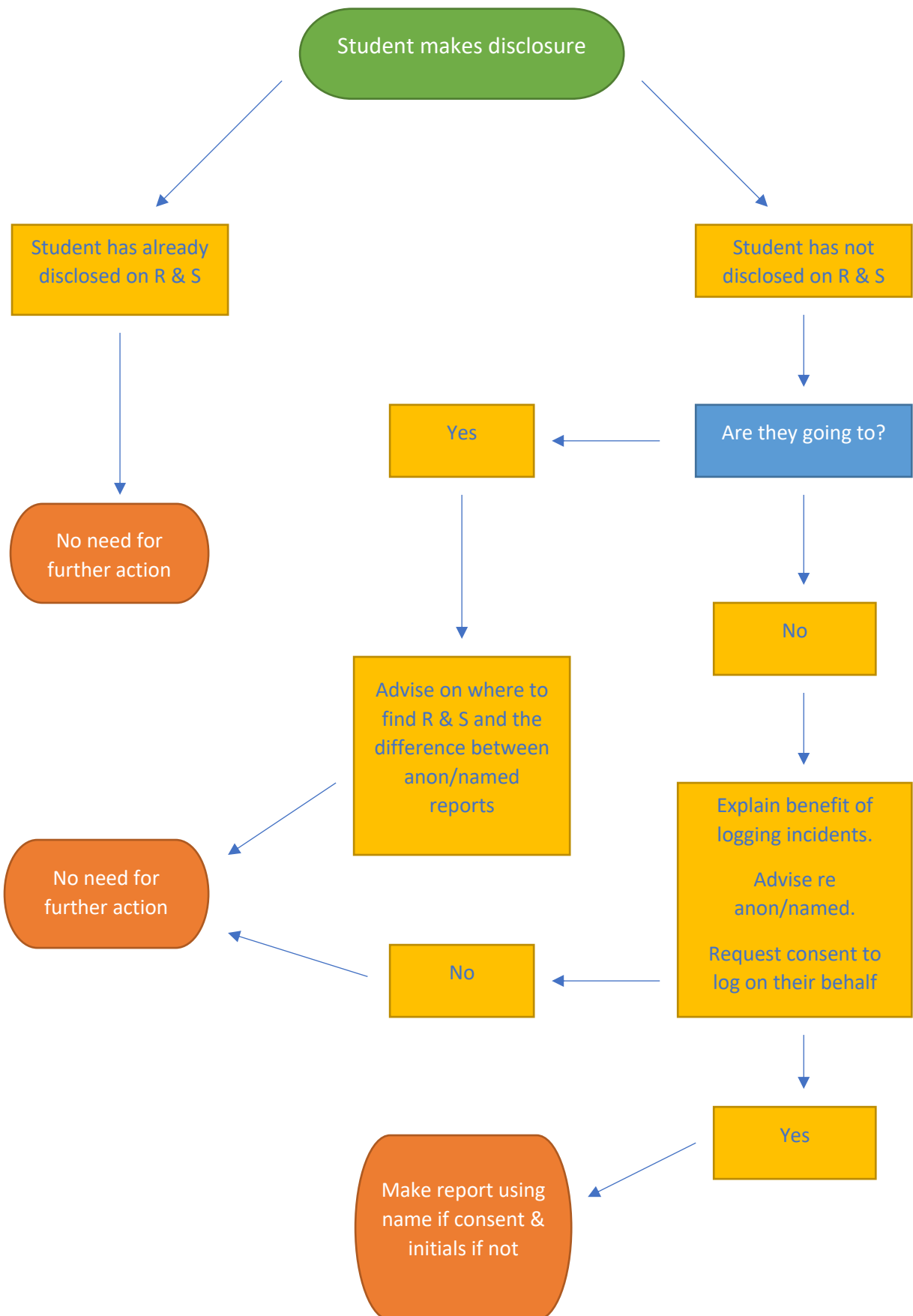
Even if the student doesn't want or feel ready for the support, the University needs to build a picture of students' experiences, so that's why it's helpful for us to log on behalf of students, with their consent.

Most usefully, we don't submit an anonymous report, although we can just use initials (without student number) if they prefer. In this case, it's not strictly anonymous, because we know who they are, but nobody else will know.

### **How to report a disclosure on behalf of a student**

- Emphasise that it's not an 'official' report in the sense that it feeds through into Student Discipline. It goes to an advisor who will get in touch and offer support.
- Go to Student Hub, front page
- Choose 'disclose with contact details' even if we just put initials.
- Tick as many boxes as are relevant.
- In 'let us know what happened' put 'third party report', then name/job title, then 'INITIALS disclosed X'
- Under 'this incident happened to' enter 'student INITIALS'
- Under 'who are we contacting?' put their name if they want to, or initials and 'don't want to be contacted at this time'.

Report and Support flow chart for disclosures of sexual misconduct, domestic abuse, harassment, bullying, discrimination, spiking, stalking, hate incident



## Making a third party report on Report and Support

