

THE UNIVERSITY OF SUSSEX STATEMENT ON VIOLENCE

Version 0.6 September 2017

Introduction

The University of Sussex is committed to providing a safe and inclusive environment for students, staff and visitors. Violence, and violent behaviour of any kind, are not tolerated in our university community and the University does not condone violence in any shape or form.

The University works proactively to prevent violent action, conduct or language through our policies, practices and behaviours. We recognise that violence is best prevented and accordingly, weight is given to prevention by ensuring that staff and students are aware of the University's policies in this area and of the consequences that might ensue should violent incidents occur.

The University provides support and guidance to staff, students and visitors if an incident of violence is reported. When violence does occur within the University community, we will ensure that we use our policies and procedures in a timely, confidential and effective manner, respecting the views of the victims. Where appropriate we will not shy away from referral to the police.

This document explains the relevant policies in place and how and where to access procedures and guidance. It updates and replaces the previous Prevention and Management of Violence Policy and reflects the recommendations made by Professor Nicole Westmarland in her report published in January 2017. We are extremely grateful to Professor Westmarland for undertaking her review and for helping to identifying how we can improve our processes for handling violent incidents and the measures we can take to help to prevent them. The University Executive Group and Council are committed to review the performance of the University against these policies.

Adam Tickell
Vice Chancellor

Purpose

The purpose of this document is to bring together in one place all of the University policies and guidance in relation to the prevention and management of violence. This will ensure that all members of the University – students, staff, visitors and those contracted through other employers - are clear what constitutes acceptable behaviour, what constitutes violence and the responsibility of individuals to prevent it. There are clear signposts to the care pathways for victims of violence, how to report incidents of violence and the support services provided by the University and local organisations. It also sets out the policies that will apply where students or staff are accused of violent behaviour.

Structure

The document has five sections:

1. Definitions of Violence

Definitions for different types of violence to help staff and students understand how the term violence is interpreted within our policies, including our Policy on Definitions of Violence.

2. Prevention of Violence

Policies and training on behaviours, security in place and risk assessment guidance to prevent violent action, conduct or language.

3. Reporting an Incident and Seeking Support

Details of the care pathways for those suffering violence and the policies for reporting and managing reports of incidents of violence.

4. University Management of Violent Incidents

Policies on handling incidents of violence on members of the University committed by staff or students.

5. Support and Advice

Details of the support services provided by the University and specialist external organisations locally who also provide support.

1. Definition of Violence

Our definition of violence is non-legal and includes not only the use of physical force, but all forms of harassment and coercion, written and verbal. This list is not exhaustive and definitions can overlap. Please also refer to our Policy on Definitions of Violence.

Definitions of Violence

Violence: the intentional use of physical force, threatened or actual, against another person, or against a group or community, which either results in or has a high likelihood of resulting in death, disability, injury, or harm (physical or psychological).

Work-related violence: any incident of violence in circumstances relating to an individual's employment or work with the University, or which impacts on a member of the University's community or a visitor to the University.

Harassment: unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Sexual violence and misconduct: Any act of violence or harassment of a sexual nature, any kind of unwanted, non-consensual sexual touching or harassment within or outside a relationship, which may include rape, sexual assault, sexual exploitation, groping or being coerced into or threatened with sexual acts.

Domestic violence or abuse: Any act of violence or harassment between those who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

Coercive or controlling behaviour: Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to attempt to harm, punish, or frighten their victim. Controlling behaviour is a range of acts designed to make a person subordinate, dependent or indebted by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Stalking: a pattern of behaviour that is intrusive and engenders fear in another, and which may occur when one person becomes fixated or obsessed with another.

Hate crime: Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender.

Cyber abuse/bullying including revenge porn: Bullying is behaviour that is repeated, intended to hurt someone either physically or emotionally, and often aimed at certain groups because of race, religion, gender, sexual orientation or any other protected characteristic. Cyber abuse or bullying is abuse or bullying carried out via mobile phone or online. Revenge porn entails disclosing private sexual images and/or films with intent to cause distress. Such behaviour may be a criminal offence under section 33 of the Criminal Justice and Courts Act 2015.

Forced Marriage: A Forced Marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced Marriage is a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Honour Based Violence: Honour based violence is not a specific offence, but an umbrella term to describe various offences contained within a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual violence.

Female Genital Mutilation: Female Genital Mutilation is sometimes referred to as Female Circumcision or Female Genital Cutting. It is defined by the World Health Organisation (WHO) as the range of procedures that involve 'the partial or complete removal of the external female genitalia or other injury to the female genital organs whether for cultural or any other non-therapeutic reason'.

2. Preventing Violence

The University works proactively to prevent violent action, conduct or language through its policies, practices and behaviours. We have policies in place on how we expect members of the University to behave to ensure everybody is aware of unacceptable violent behaviour. We run training and awareness sessions to provide staff with the tools and skills they need to actively demonstrate the right behaviour and tackle the unacceptable behaviour of others.

We have security measures in place on campus that reduce the risk of violence and to support those who feel at risk. Additionally we support the Safe Space scheme open at weekends in Brighton for students off campus.

Risk assessments must be completed by Schools/Departments, individuals and organisations (both staff and students) when organising any activities or events, on and off campus. This guidance makes specific reference to the risk of violence and organisers are responsible for ensuring that, where a risk of violence has been identified, advice is sought before proceeding. [Event planning guidance](#) is provided on the Health and Safety pages of the University website. This guidance applies to staff and students and includes student sporting events held on and off campus.

a) Standards of Behaviour

It is incumbent on each member of the University of Sussex to treat others with dignity and respect.

The [Code of Conduct for Staff](#)¹ and the [Student Charter](#)¹ set out the standards of behaviour that are expected of people within the University community.

The University's [Equality & Diversity policy](#) promotes an environment free of harassment and bullying on any grounds in relation to all staff, students and visitors.

The University communicates these expectations by disseminating these documents and through training and awareness raising events.

¹ A Draft Code of Conduct for staff was developed in 2016 and a draft Student Charter has been developed in consultation with USSU. Following consultation both documents are being reviewed to agree how best to address content and format across both documents and to align with the overall policy framework.

b) Training and Awareness

A range of training and development opportunities are available to staff and student to raise awareness of all forms of violence, coercion and abuse and various sources of help and support available.

Staff development courses that specifically cover violence include:

- Bullying and Harassment – A Manager's Guide to the Legal Framework
- Difficult Encounters and Conflict Resolution
- Non-violent communication in the workplace

Student courses include:

- Pre-registration online course "My Wellbeing"
- Healthy Relationship training (starting September 2017)
- Students' Union course 'I Heart Consent'

c) Campus Security

Sussex Estates and Facilities operates a 24-hour a day, 365 days a year campus security service for the University to maintain a secure environment for all students, staff and visitors to campus. This includes:

- A 24/7, 365-day-a-year campus presence with a staffed reception and regular patrols.
- The provision of an after-dark security escort facility to lone students on campus to and from Falmer Station (on request).

Student Services provide 24hr support to students both on and off campus, through live-in on-call managers and a team of coordinators and Residential Advisors. They also provide an out-of-hours crisis line for students in private accommodation which provides advice and referrals.

d) Off-Campus Support

[Safe Space](#) is a drop-in open most Friday and Saturday nights run by staff and volunteers from YMCA DownsLink Group and Red Cross. They are happy to help anyone in distress through injury, intoxication, loss of friends/phone or merely not having the means to get home.

e) Risk Assessments

The University conducts risk assessments to militate against potential threats of violence. Risk assessments must be completed by Schools/Departments individuals and organisations (both staff and students) when organising any activities or events, on and off campus, that could potentially expose individuals to a risk of violence or aggression.

Specific guidance to manage risks of violence is provided in relation to:

- Study Abroad Placements Policy – advice on risk assessments in relation to potential violent crime
- Overseas Travel Risk Assessment
- The University is a member of MARAC (Multi-agency risk assessment conference) with partners in the local community. This allows information sharing about students and staff members at risk from domestic violence.²
- Staff/student relationships policy and/or sexual harassment/violence policy³

² Decision to join MARAC pending so this may need to be removed at publication if not agreed.

³ Awaiting the outcome of the work of the other task and finish group to see if included

The University also conducts risk assessments as part of any reported incident of violence to assess whether precautionary action including suspension is necessary to safeguard the health, safety or well-being of other members of the University. All risk assessments involving violence, abuse, harassment or other issue linked to power, gender, and any of the other protected characteristics under the Equalities Act should be documented and include input from:

- an external expert
- a representative from another department – with a specialism in the area of the complaint if possible
- representation from the person making the complaint – either the complainant themselves or a person supporting them.

Information gathering should be an active not passive part of the process.

3. Seeking Support and Reporting an Incident

If a member of the University is the victim of an incident of violence we provide safe and confidential services to seek support and a range of options for formally or informally reporting the incident.

a) University Support and Guidance for Incidents of Violence

Violence is never justified in any circumstance. If you suffer a violent incident you can report what has happened to the police or campus security. However if you don't feel comfortable reporting it, you may want to speak to someone close to you. Alternatively, Students can seek advice in confidence from the [Student Life Centre](#) or the [University Student Counselling Service](#).

Specific support and guidance is available on:

- [Sexual assault](#)
- [Domestic abuse](#)
- [Sexual consent](#)

Guidance is also available for [staff supporting students](#) who experience a violent incident. The guidance includes a specific [sexual violence care pathway](#) for staff to follow.

b) Reporting to the University

If a student wishes to [report an incident of violence](#) there is guidance and an online reporting system. Alternatively incidents relating to the following areas can be made to:

- **Residences** - Residential Advisers, a member of the Housing Management staff or Security
- **In your School** - The Head of School or School Administrator
- **Other locations on campus** - Security
- **Any incidents** - Advisers in the Student Life Centre

Staff wishing to report an incident of violence to the University should contact their line manager or HR advisor.

c) Reporting to the Police - Emergencies

Emergency Services (Police, Fire service, Ambulance) off campus 999

Emergency Services if on campus – 3333 (internal phone) 01273 873333(all other phones)

d) Reporting to the Police – Non-Emergencies

If you would like to report a crime which is no longer an emergency you can either call 101 or visit/telephone your local police station

4. University Management of Violent Incidents

The University policies set out how reported incidents of violence by any member of staff or student will be handled.

a) Violence committed by staff

Threatening or using violence on any member of the University, or any visitor to the University is defined as gross misconduct under the University's staff disciplinary policy. If a member of staff is accused of violence against any member of the University, or any visitor to the University the relevant manager must consult HR and take appropriate action in line with the University's [disciplinary policy and procedure](#).

If a member of staff is charged with or convicted of a violent criminal offence not related to work, not involving another member of the University and not committed on University premises, advice should be sought from Human Resources on the appropriate action for the University and the disciplinary policy. A risk assessment should be conducted as part of this review.

b) Violence committed by students

Students are expected to conduct themselves at all times in a manner which demonstrates respect for the University, its staff, fellow students and the wider community. Disciplinary misconduct as defined by the University includes any conduct which causes actual or potential distress or harm to others. Guidance on the student discipline policy and procedures can be found on the [student discipline pages](#).

c) Bullying and Harassment at Work

Violence may overlap with harassment and bullying. The University's Policy gives definitions of harassment and provides guidance for staff and managers on how to handle cases of bullying or harassment in the workplace. [Harassment and Bullying at Work](#)

5. Further Guidance and Support

a) University Support

Campus & Residential Support

- Available 24 hrs/day and 7 days/week to students on campus.
- Phone number above during office hours (Mon-Fri 9am – 5pm)
- Out-of-hours, contact them through Security 01273 873333, your Residential Advisor, or porter
- Crisis intervention and specialist support for students who have experienced sexual violence or harassment
- Sign-posting to appropriate external services

Location: Ground floor York House
Tel: **01273 877250**
Email: campus-support@sussex.ac.uk
Website: www.sussex.ac.uk/campus-support

Security

- Available 24 hrs/day and 7 days/week to students on campus.
- Call Security if you need emergency help from police, ambulance or fire
- Call Security if you need support from the Campus & Residential Support team out of hours

Location: Ground floor York House
Tel: **01273 873333** or **3333** on an internal phone.
Website: www.sussex.ac.uk/sef/services/security
Email: security@sussexstatesfacilities.co.uk

Student Life Centre,

- Available 9am – 5pm Monday to Friday in and outside term
- Ask for a priority appointment with a Student Advisor
- Specialist support for students who have experienced either recent or historical sexual violence and harassment
- Sign-posting to appropriate external services
- Advice on issues affecting academic work and attendance

Location: Ground floor, Bramber House
Tel: **01273 876767**
Email: studentlifecentre@sussex.ac.uk
Website: www.sussex.ac.uk/studentlifecentre

University Counselling Service

- Available 9am – 5pm and some evenings, Monday to Friday in and outside term
- Counselling not recommended immediately after any incident
- Specialist and professional counselling support for students who have experienced either historical or more recent sexual violence and harassment

Location: Health Centre Building
Tel: **01273 678156**
Email: counsellingreception@sussex.ac.uk
Website: www.sussex.ac.uk/counselling

The Students' Union Support and Advocacy Team

- Available 9am – 5pm, Monday – Friday
- Independent advocacy for students using the disciplinary process either as complainant or as subject of complaint

Location: First floor Falmer House
Tel: **01273 877038**
Email: advice@sussexstudent.com
Website: www.sussexstudent.com/support

b) Specialist External Support

Advocacy, advice and sign-posting for Brighton and Hove specialist services for recent or historical sexual violence can be sourced here www.theportal.org.uk

The Saturn Centre (Sexual Assault Referral Centre) Crawley Hospital,

- Available 24 hrs. Monday –Friday 9am-5pm phone 01293 600469 for an appointment
- Out of hours phone 0800 0337797 for advice from the on-call team
- for crisis and medical support following recent sexual violence
- collection of forensic evidence so that reporting to the police can be delayed

Location: Crawley Hospital, West Green Drive, Crawley, West Sussex RH11 7DH
Tel: **01293 600469**
Email: sc-tr.saturncentre@nhs.net
Website: www.saturncentre.org

The Solar Clinic at SHAC (East),

- Available Monday – Friday 9am -5pm
- For support, STI tests, treatment and emergency contraception
- Phone number above requesting urgent appointment with Health Advisor

Location: Royal Sussex County Hospital, Eastern Road, Brighton
Tel: **01273 523388 (opt 2)**
Website: www.brightonsexualhealth.com/advice/sexualassault

Survivors' Network

- Support services for all genders 14-18 yrs
- Support services for self-identifying women survivors of sexual abuse above 18yrs

- Helpline: 7pm-9pm Weds 01273 720110, text 07717 999989
help@survivorsnetwork.org.uk
- Drop-ins: 7pm-9pm Mondays & Thursdays. 01273 203380
dropin@survivorsnetwork.org.uk
- Independent Sexual Violence Advisors (ISVA): 01273 203380 x103
referrals@survivorsnetwork.org.uk
- Counselling: 01273 203380 counselling@survivorsnetwork.org.uk

Location: 6a Pavilion Buildings, Brighton BN1 1EE
Website: www.survivorsnetwork.org.uk

Trans Survivors' Switchboard

- First UK helpline for trans survivors (including non-binary and questioning) of sexual abuse and violence available Sunday 1-5pm
- Live web chat

Tel: 01273 204050
Email: info@switchboard.org.uk (put TSS in the subject)
Website: www.switchboard.org.uk/projects/helpline/

Mankind

- Support for self-identifying men (18+) survivors of sexual abuse and their partners, families and friends through 1:1 counselling, therapeutic groups and couples

Location: 1 Brunswick Road, Hove, BN3 1DG
Tel: **01273 911680**
Email: admin@mankindcounselling.org.uk
Website: www.mankindcounselling.org.uk

Respect

- Runs support services & programmes for men and women who inflict violence in relationships
- Open: Monday-Friday, 10am-1pm and 2pm-5pm

Tel: **0808 8024040**
Email: info@respectphonenumber.org.uk
Website: www.respect.uk.net

Brighton and Hove Community Safety Team

Brighton & Hove residents can report hate crime to the community safety team helpline 01273 292735. The helpline is open Monday to Friday 9am to 5pm (not including public holidays) and run by the [community safety team](#), a partnership jointly run by Brighton & Hove City Council and Sussex Police

Tel: **0808 8024040**

Concerns about Safety of Others

If you are concerned about the safety of any member of the University please consult the relevant support services

All crime

- [Victim Support](#) is an organisation which provides support to victims of crime, whether the crime has been reported or not. You may find it useful to contact their confidential helpline if you're struggling to discuss what has happened or if you would like help to report the incident.

Concerns about your own behavior

- [Mind](#) – information for anyone who wants to learn how to deal with anger management issues in a constructive and healthy way