

# Report.It.To.Stop.It

## What happens at each stage of the reporting process?

The information here provides an overview of the process for **reporting discrimination, bullying, harassment, intimidation, violence or any other form of hate** concerning a Middlesex student. For further details, please refer to the Student Conduct and Discipline rules.

### Making a statement

If you would like the University to take action under the Student Conduct and Discipline rules, then you will be asked to make a statement – this could be verbal or written or both.

In the statement, you will be asked to describe what happened and what impact it's had on you. You will be asked to provide evidence to support your statement.

If meeting in person, you can be accompanied by a friend, family member or Students' Union advocate and you can request a specific gender if you want. If you feel it's unsafe to meet on campus, an alternative meeting place can be arranged off-campus.

### Initial meeting

Depending on the circumstances of the report, a Designated Safeguarding Officer (DSO) or a Student and Legal Affairs Caseworker will speak to you about your options and what you'd like to happen next. They will provide information about the reporting process and the support available and help you decide if reporting to the University is right for you.

Support could include access to the university's Counselling and Mental Health service or support with an application for a deferral or extenuating circumstances without you having to disclose what has happened to you. Early on in the reporting process you will also be assigned a key contact with whom you can speak to if you have any

### Investigation

After you've made a statement, the Student and Legal Affairs team will commence their investigation without reasonable delay.

The investigation will constitute gathering information and collecting evidence e.g. collecting written statements from other parties, reports from Halls of Residence or Security, other forms of evidence, such as CCTV footage, emails, text messages, messaging on social media, mobile phone screenshots etc. The amount of investigation required will depend on the nature of the allegations and will vary from case to case.

Investigations are solely for the purpose of fact-finding to establish the facts of the case. Any accused student will be able to respond to the allegations against them and the evidence that has been gathered. Where staff members are involved, for example, as a witness, they will be required to cooperate fully and promptly with any investigation.

### Panel meeting

Following the investigation, if it is felt there is sufficient evidence, a panel will meet to decide an appropriate sanction. The panel will consist of university staff members who have been appropriately trained and who are able to arrive at an objective decision.

### Outcome

If the allegation is proven true on the balance of probabilities then the University will impose a sanction of 0-4 points, ranging from a formal warning, conditions/restrictions, a written apology, suspension and expulsion. Any sanction must be deemed appropriate and proportionate and in line with what is set out in the Student Conduct and Discipline rules.

Only will a matter warrant a sanction where there is sufficient and appropriate evidence. For allegations against another student, you will not normally be informed of this outcome in line with data protection rules.

## **Evidence**

The more information you are able to provide, the better. Make a log of what's happened (for multiple incidents, log details about each instance). Include the following:

- Date, time and place of the incident(s)
- Details about the offending person(s)
- What the person(s) did / what the issues were
- Impact e.g. on your health, your studies, your relationships
- Photos (e.g. taken on your phone) of the place where the incident(s) occurred
- Screenshots on your phone of any text messages
- Emails or text messages or anything else that you think could be used as evidence

In addition, you may also be asked to suggest where the team could get further evidence e.g. by speaking to a witness or accessing CCTV footage. They will also ask you about anyone who you do not wish the team to talk to.