

Guidance for staff if a student reports being sexually assaulted or harassed

- Call the Student Services Staff Advice Line 4321 or Security 666 for guidance
- Reassure the student that they are safe and provide them with privacy, water etc
- Believe the student and do not ask any detailed questions
- Give the student time and space to think, settle down and make decisions
- Listen carefully to what they want to do and respect those decisions. This is crucial in re-establishing a sense of autonomy
- If there are any serious injuries, contact Security on ext 666 on a landline or 01225 383999 from a mobile, who can provide first aid or advise on calling an ambulance or take the student to A&E for medical treatment
- Encourage the student to contact Student Services or Security for help and advice and help them to do so if they agree
- Show the student the advice for students on sexual assault and harassment website: www.bath.ac.uk/guides/sexual-assault-or-harassment
- Ask the student if they know whether or not they want to report to the police
- If yes, make contact with Security and together call 101/999
- If no, or they are unsure, suggest they call The Bridge on 0117 342 6999 or look at The Bridge website: www.thebridgecanhelp.org.uk for medical, emotional and practical support. You can also call The Bridge on their behalf
- Ask about social support
- Does the individual have friends and family, have they disclosed to them or do they intend to disclose to them?
- Is there anyone they would like you to contact for them?
- Provide contact details for
The Bridge – tel: 0117 342 6999 (phone answered 24 hours 7 days a week)
website: www.thebridgecanhelp.org.uk,
SARSAS specialist helpline
(Helpline times vary, see website for details)
0808 801 0456 (women)
0808 801 0464 (men)
The Samaritans on 116 123
(free, 24hours, 7 days a week)

In an emergency:

If you are concerned about an immediate threat to the safety of the student or others contact security on 666.

If you have concerns about the welfare of a particular student, contact the Student Services Staff Advice Line on 4321.



If in doubt call the Student Services Advice Line on

01225 38 4321

or email
studentservices@bath.ac.uk

Guidance for staff if a student reports an incident of victimisation, harassment or bullying

The University is committed to providing an environment where all students and employees are treated with dignity and respect, free of victimisation, bullying or harassment: <http://www.bath.ac.uk/equalities/policiesandpractices/dignityandrespectpolicy.pdf>

If a student tells you about an incident where they have been victimised, bullied or harassed, you should:

- Reassure the student that they are safe and provide them with privacy, water etc
- Believe the student and do not ask any detailed questions. Reiterate the University's commitment to dignity and respect
- Give the student time and space to think, settle down and make decisions. First disclosure is not the point to launch vigorous investigations
- Talk to the student about reporting options:
 - ◆ Student Services
 - ◆ Security
 - ◆ Complaints Procedure
 - ◆ Mediation
 - ◆ Students' Union

More information regarding these is available at www.bath.ac.uk/campaigns/are-you-being-treated-with-dignity-and-respect

- Listen carefully to what they want to do and respect those decisions. This is crucial in re-establishing a sense of autonomy. However, be clear that if there is a risk to themselves or to others, information may need to be disclosed more widely
- Contact Student Services on 4321 to discuss and get advice regarding next steps and further support. Different courses of action will be appropriate depending on whether the alleged perpetrator is:
 - ◆ another student
 - ◆ a member of staff
 - ◆ or a third party

It is therefore important that you take further advice so that the student can be fully supported and any risk can be correctly managed.

In an emergency:

If you are concerned about an immediate threat to the safety of the student or others contact security on 666.

If you have concerns about the welfare of a particular student, contact the Student Services Staff Advice Line on 4321.



If in doubt call the Student Services Advice Line on

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