



HARASSMENT POLICY 2021-22

Document Title		
HARASSMENT POLICY		
Document Author and Department:	Responsible Person and Department:	
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Approving Body:	Date of Approval:	
Board of Trustees	23 rd February 2022	
Date coming into force:	Review Date:	Edition:
23 rd February 2022	Annually	4
EITHER For Public Access? Tick as appropriate	OR For Internal Access only? Tick as appropriate	
YES <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Summary/Description:		
<p>This document outlines the college's commitment to creating an environment free from harassment and where all those working, studying or visiting the College understand their role and responsibilities in achieving that aim and understanding where they can access . support.</p> <p><i>Sections of this policy and appendix have been adapted from a policy document by Oxford University and from the ACAS Equality Policy template with grateful acknowledgment.</i></p> <p>Feb 2022: Amended Roles Responsibilities, Policy Approval and Review section to bring it into line with all other College policies</p>		

ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

HARASSMENT POLICY

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2. INTRODUCTION

- 2.1 All Nations Christian College does not tolerate any form of harassment, bullying or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.
- 2.2 The College is committed to fostering an inclusive, caring, Christian culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

3. LEGISLATIVE FRAMEWORK

This policy contains rules and regulations of the College which have been prepared in line with The Open University regulations and, where appropriate, the requirement of the Office for Students' Regulatory Framework and the UK Quality Code for Higher Education. It has also been written in accordance with section 26 of the Equality Act 2010, Sexual Offences Act 2003, Protection from Harassment Act 1997 and the Counter-Terrorism and Security Act 2015.

4. AIMS

The aims of the College as reflected in this Policy are to:

- 4.1 Promote a positive environment in which people are treated fairly and with respect;
- 4.2 Make it clear that harassment and victimisation is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
- 4.3 Provide a framework of support for staff and students who feel they have been subject to harassment or victimisation; and
- 4.4 Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

5. COMMITMENT:

The College is committed to:

- 5.1** Being a community in which equality of opportunity is a reality for all students and staff, whether temporary, short term, part-time, full-time or distance learners. Its mission and values motivate the College to create a positive environment in which all staff and students are respected, provided with development and progression opportunities and can make the most of their abilities.
- 5.2** Fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community and its visitors are respected and where individual differences and the contributions of all staff and students are recognised and valued. The College celebrates and encourages diversity in all areas of the College community since it makes such a positive contribution to the learning experience at All Nations.
- 5.3** Identifying and eliminating unfair or unlawful discrimination of all those with whom we interact. No member of, or applicant to, the College will receive unfair or unlawful treatment due to the Equality Act 2010 protected characteristics of disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including colour, ethnic/national origin or nationality), religion or belief, sex (gender) and sexual orientation, nor face unwarranted discrimination on the grounds of age.
- 5.4** Creating a working and learning environment free of harassment, bullying, victimisation and unlawful discrimination and expecting all members of the College community, (students, staff, contractors) and its visitors (guests, enquirers, conference users, contractors or any others) to treat each other with respect, courtesy and consideration at all times.
- 5.5** Taking seriously complaints of harassment, bullying, victimisation and unlawful discrimination by all members of the College community, (students, staff, contractors) and its visitors (guests, enquirers, conference users, contractors or any others) in the course of the College's activities.
- 5.6** Opposing all forms of unlawful discrimination among our workforce, including: in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- 5.7** Ensuring that, whilst seeking to fulfil this policy, it will take into account the need to protect freedom of lawful speech and expression as per its [Freedom of Expression and Academic Freedom Policy](#).

6. IMPLEMENTATION:

The College will therefore:

- 6.1** make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the College
- 6.2** make decisions concerning student and staff recruitment and/or employment based on merit. (NB There are some necessary and limited exemptions and exceptions to this which are allowed under the Equality Act. E.g. the 'positive action' provision whereby a job or place may be offered to a person of a minority background when there are two candidates equally suitable for the same position)
- 6.3** review employment practices and procedures regularly to ensure fairness, and also update both them and this policy to take account of changes in the law.

- 6.4 monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
- 6.5 monitor how the [Equality and Diversity Policy](#) and any supporting action plan are working in practice at the Board of Trustees' Autumn meeting each year. At this meeting the Board will take any appropriate action to address any issues. (See '**Appendix D Guidance for Equality and Diversity Report for Autumn Board Meeting**' which is attached to this document.)
- 6.6 train all members of senior management, line managers and all other employees and students about their rights and responsibilities under this policy. (See penultimate paragraph).
- 6.7 inform all staff and students that they as well as their employer, can be held liable for acts of harassment, bullying, victimisation and unlawful discrimination, in the course of their employment, against all members of the College community, (students, staff, contractors) and its visitors (guests, enquirers, conference users, contractors or any others) and the general public.
- 6.8 respond to all complaints of harassment, bullying, victimisation and unlawful discrimination by fellow employees, students, visitors the public and any others in the course of the College's activities. (See section 10 below.)

7. DEFINITIONS

7.1 **Harassment** is where one person engages in unwanted and uncalled-for behaviour which has the purpose or effect of:

- violating another person's dignity, (every person has an innate right to be valued, respected and to be treated in a morally correct way) or
- creating an intimidating, hostile, degrading, humiliating or offensive environment because of or connected to, one or more of the following protected characteristics:
 - age
 - disability
 - gender reassignment
 - race
 - religion or belief
 - sex
 - sexual orientation

A person does not need to have clearly stated at the time that the behaviour was unwanted for it to be harassment.

7.1.1 There are various types of harassment, which could include:

- **Bullying**, which is a form of harassment which may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- **Sexual harassment**, which is harassment which is either of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the person to whom it is directed.
- **Stalking**, which is a type of harassment which takes the form of unwanted or obsessive attention and may include following the victim in person or monitoring them. (see behaviours below).
- **Domestic violence and abuse**, which can also involve control, coercion and threats.

7.2 **Victimisation** occurs where an individual is treated less favourably than others because they have taken action to assert their legal rights or assisted another in their legal rights to make, what they believe to be a genuine complaint of mistreatment.

7.3 Exposure to course materials that students might find offensive or unacceptable is unlikely to constitute harassment.¹

8. BEHAVIOURS

The College believes that harassment, bullying, abuse, unlawful discrimination and victimisation are behaviours which undermine the well-being of the person concerned and may also adversely affect their work performance. No such conduct is a part of a culture in which all staff and students are treated with dignity and respect. They are also fundamentally incompatible with the Christian values that under-gird the College community.

8.1 Activity Which Constitutes Harassment

8.1.1 Harassment (see definition above) can be committed:

- through individual behaviour face to face,
- either verbally or physically
- towards one or more individuals
- through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the College's Regulations Relating to the use of Information Technology Facilities (see the Student Handbook which can be found on the VLE or on the College website at www.allnations.ac.uk)
- directly to the person concerned, or to a third party
- through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or culturally insensitive jokes.
- on the basis of a protected characteristic e.g. hate crimes, such as those criminal offences which are perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity.

8.1.2 Harassment is characterised by, but not limited to, such behaviour as any of the following repeated and unwanted behaviours:

- unwanted physical contact, ranging from an invasion of space to an assault, (this includes sexual harassment - see section 8.3 below)
- open hostility, verbal or physical threats
- offensive comments or body language, insults, jokes and banter based on race, religion, gender or other 'protected characteristics'
- malicious rumours, insulting, abusive, embarrassing or patronising behaviour or comments,
- persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- behaviour which causes the victim to feel intimidated, humiliated, patronised or harassed, such as persistent teasing, and/or demeaning criticism
- constantly criticising an individual without providing constructive support to address any performance concerns
- persistently overloading an individual with work that s/he cannot reasonably be expected to complete

¹ See www.equalityhumanrights.com/en/publication-download/freedom-expression-guide-higher-education-providers-and-students-unions-england

- posting offensive comments on electronic media, including using mobile communication devices
- threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- isolation from normal work or study place, conversations, or social events
- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.
- or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities or exclusion from normal work place conversation or social events.

8.1.3 The intentions of the alleged harasser are not always determined by whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

8.1.4 The recipient does not need to have explicitly stated that the behaviour was unwanted.

8.1.5 Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

8.2 Activity Which Constitutes Bullying

Bullying (see definition above) is characterised by, but not limited to, such behaviour as any of the following repeated and unwanted behaviours:

- persistent teasing
- constant unfounded criticism of performance of work tasks,
- unfair allocation of work and responsibilities
- exclusion from normal conversation or social events.

8.3 Activity Which Constitutes Sexual Harassment

8.3.1 Sexual misconduct (as defined by Section 26 (2) of the Equality Act 2010)) relates to all unwanted conduct of a sexual nature. It is characterised by, but not limited to, such behaviour as any of the following unwanted behaviours:

- Sexual harassment (as defined by Section 26 (2) of the Equality Act 2010)
- Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment (as defined by the Equality Act 2010)
- Assault (as defined by the Sexual Offences Act 2003)
- Rape (as defined by the Sexual Offences Act 2003)
- Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017)².
- Intimidation, or promising resources or benefits in return for sexual favours (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017)³
- Distributing private and personal explicit images or video footage of an individual without their consent (as defined by the Criminal Justice and Courts Act 2015).
- Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017). This includes unwanted touching or any other physical contact of a sexual nature

8.3.2 Behaviours could include:

² Sexual harassment and the law: Guidance for employers, Equality and Human Rights Commission, 2017

³ See www.equalityhumanrights.com/en/publication-download/sexual-harassment-and-harassment-work-technical-guidance

- inappropriate body language, for example staring or gestures
- suggestive remarks, propositions or gestures, pin-ups, graffiti,
- unwanted sexual advances, propositions, suggestions or pressure for sexual activity at or outside the College
- Sexually explicit jokes, remarks or innuendos
- derogatory or demeaning remarks based on gender, or the display of sexually explicit material anywhere on the College site.

8.3.3 The college regards sexual harassment (regardless of the motivation) as a form of denial of equal opportunity which has the effect of insulting and demeaning the person against whom it is perpetrated.

8.3.4 Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations.

8.3.5 Harassment which is not limited to circumstances where harassment relates to a protected characteristic is a criminal offence under the Protection from Harassment Act 1997

8.4 Activity Which Constitutes Stalking

8.4.1 Stalking (see definition above) is characterised by, but not limited to, such behaviour as any of the following repeated and unwanted behaviours:

- Following a person;
- Contacting, or attempting to contact, a person by any means;
- Publishing any statement or other material –
 - Relating or purporting to relate to a person, or
 - Purporting to originate from a person;
- Monitoring the use by a person of the internet, email or any other form of electronic communication;
- Loitering in any place (whether public or private);
- Interfering with any property in the possession of a person;
- Watching or spying on a person including through the use of CCTV or electronic surveillance.

8.5 Activity Which Constitutes Victimisation:

8.5.1 The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:

- made an allegation of harassment, or
- indicated an intention to make such an allegation, or
- assisted or supported another person in bringing forward such an allegation, or
- participated in an investigation of a complaint, or
- participated in any disciplinary hearing arising from an investigation, or
- taken any other steps in connection with this Policy and Procedure, or
- is suspected of having done so.

8.5.2 The College seeks to protect any member of the College community from victimisation, which is a form of misconduct which may itself result in a disciplinary process.

9. APPLICATION

9.1 Any member of the College community who feels they have been subject to any form of harassment can contact the College Pastoral Care team for support. This service is also available to those against whom an allegation of harassment has been made.

9.2 The College strongly urges anyone who is confronted with an individual who comes to them with an accusation of sexual assault or sexual violence being committed against them should immediately refer to the '**Guidance on Handling the Disclosure of Sexual Violence**', which is found in Appendix G of this document.

- 9.3 Allegations of harassment in whatever form it takes by any member of the College community are major offences and will be taken very seriously. The College [Conduct, Conflict and Student Disciplinary Policy and Procedures](#) offers advice as to the best way to proceed, depending upon the circumstances. This document includes the name of the person with whom an employee or a student should raise a grievance – usually their line manager (staff) or personal tutor (student).
- 9.4 Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice (staff) or termination of registration (student).
- 9.5 Use of the Staff Disciplinary Procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.
- 9.6 All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation) should maintain the confidentiality of the process. Failure on the part of any member of College staff to do so will be regarded as a failure to fulfil the responsibilities of their position. All steps will be taken to maintain confidentiality as far as is consistent with progressing the complaint. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.
- 9.7 Investigations into alleged harassment will be dealt with impartially in accordance with the college [Equality and Diversity Policy](#) and all records kept in accordance with the College [Data Protection Policy](#).
- 9.8 When a criminal offence may have been committed, the relevant harassment procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from their tutor, the Pastoral Tutor, their Programme Leader or speak directly with the Principal/CEO and/or approach the Police directly; and staff members can seek advice from the College Administrator or speak directly with the Principal/CEO and/or approach the Police directly.
- 9.9 If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. This would be dealt with by the [Conduct, Conflict and Student Disciplinary Policy](#) and Procedure in the case of a student and the Staff disciplinary procedure (staff handbook) in the case of a member of staff. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

10. ROLES, RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

- 10.1 The **Board of Trustees** have legal oversight and responsibility for all College policies, providing leadership and active support for them and are responsible for ensuring that:
- A legally compliant and fit for purpose harassment policy is in place and approved by them.
 - Satisfactory arrangements are made for its effective implementation, including the provision of resources.
 - The Senior Leadership Team monitors, evaluates and periodically reviews this policy and recommends any changes firstly to the Governance Committee and then the Board of Trustees for approval.
 - Complaints and appeals brought under the terms of this policy are managed satisfactorily by the Senior Leadership Team.
 - Decision making complies with all relevant legislation and regulatory bodies.
 - They receive details from the Senior Leadership Team of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or of a serious incident or one which could be of

reputational risk to the College which should be reported to either the Office for Students and/or the Charity Commission.

- 10.2** The **Principal/CEO and Senior Leadership Team** are responsible for:
- The implementation and management of this policy, ensuring that procedures are implemented consistently and with clear lines of authority and actively and visibly leading the College's harassment policy and practice.
 - Ensuring this policy is continually improved in consultation with students and staff.
 - Monitoring, evaluating and periodically reviewing this policy and for obtaining approval from the Governance Committee and the Board of Trustees for any changes made.
 - The management of complaints.
 - Ensuring decision making complies with all relevant regulatory bodies.
 - Reporting details to the Board of Trustees of reported incidents of outcomes of cases (particularly where significant impact on someone has occurred or lessons need to be learned), or of a serious incident or of one which could be of reputational risk to the College.
- 10.3** The **Principal/CEO and Senior Leadership Team, and all department heads, staff and students** are responsible for ensuring that the principles of this policy are implemented in such a way that fosters a working, learning and social environment in which the rights and dignity of all members of the College community are respected.
- 10.4** Through their ongoing regular meetings, the **Head Students** and the **Principal/CEO** are responsible for providing an opportunity for matters related to this policy to be raised with all members of the student body (the Head Students), the Senior Leadership Team and the Board of Trustees (the Principal/CEO).
- 10.5** **Any person covered by the scope of this policy** is responsible for:
- familiarising themselves with this policy on appointment/at induction/orientation;
 - demonstrating active commitment to this policy by:
 - treating others with dignity and respect;
 - discouraging any form of abuse by making it clear that such behaviour is unacceptable;
 - supporting any member of the College who feels they have been subject to harm through another's abusive treatment, including supporting them to make a formal complaint if appropriate;
 - , if **involved in a complaint**, whether those making an allegation or those being accused of harassment according to the terms of this policy:
 - ensuring they present their case with integrity and in a timely fashion and/or
 - ensuring they comply with any investigation and the procedures in this policy.
- 10.6** The College entrusts all individuals across the institution to take a pro-active role in improving the College's harassment policy and practice.
- 10.7** **College Administrators** are responsible for managing the administration of the complaints and appeals process.

11. POLICY COMMUNICATION

- 11.1** This policy together with all other policies mentioned in this document can be found on the College website: www.allnations.ac.uk and in the student area on the College VLE.
- 11.2** The **Staff Disciplinary Procedure** can be found in the Staff Additional Staff Policies & Procedures which is obtainable from the College Administrator at info@allnations.ac.uk
- 11.3** The College Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to info@allnations.ac.uk
- 11.4** This policy will be included in staff and student induction.

- 11.5** At the start of Term 1 each year, College will hold a Contemporary Issues in Mission (CIM) session on sexual harassment, to ensure all staff, students and volunteers are aware of this policy and how to report any concerns they may have. This session will be recorded and made available for all Term 2 and 3 starters, as well as short course participants, as part of their induction, which will include how to report any concerns they may wish to raise.

12. RELATED DOCUMENTS

This policy has been developed in accordance with the following regulations, policies and procedures. This list is not exhaustive:

- All Nations Christian College Undergraduate Handbook
- All Nations Christian College Postgraduate Handbook
- All Nations Christian College Staff Handbook Appendices: Staff Disciplinary Procedure
- All Nations Christian College [Conduct, Conflict and Student Disciplinary Policy and Procedures](#)
- All Nations Christian College [Equality and Diversity Opportunities Policy](#)
- All Nations [Complaints Policy](#)

13. APPENDICES

Guidance on Handling the Disclosure of Sexual Violence: The College urges all members of the College community to follow this guidance in the event that a person discloses to them the fact that they have been a victim of sexual violence either in the recent or historical past.

ALL NATIONS CHRISTIAN COLLEGE

GUIDANCE ON HANDLING THE DISCLOSURE OF SEXUAL VIOLENCE

1. LET THE INDIVIDUAL STAY IN CONTROL

- 1.1. The pace and direction of your support should always be led by the individual. Sexual abuse or sexual violence can make an individual feel powerless and not in control. Individuals need to feel they can be in charge of their lives again and it is important to resist the temptation to take over by arranging and doing things that you think are best. Instead, let the individual talk about how they feel, while aiming to support them in any decision they need to take.
- 1.2. Individuals are often afraid of how others will react to what has happened to them. They may fear not being believed, embarrassment, having their experiences minimised or trivialised, or even rejection. It is important that your interaction does not prevent them from seeking further support, and you should avoid questions that could be seen as accusatory such as: "Why didn't you fight back/scream?", "Why didn't you do/say something sooner?".
- 1.3. It is important to remember that the reaction to sexual assault will vary from person to person; the individual may be angry, numb or have feelings of guilt. It is helpful not to have any preconceived expectations of how they will look and act, as this could affect your ability to empathise fully. Individuals will have differing priorities: some will want to report to the police, others will be concerned about pregnancy or sexually transmitted infection (STI). They might come to you in the immediate aftermath or want to discuss a historic case.
- 1.4. It is possible that the individual will not have labelled their experience as 'sexual assault' or 'sexual violence' (or as 'harassment' or 'stalking'). It is important that you do not ask or prompt them to do this, but rather allow the individual to come to this point in their own time. Given the distressing nature of these experiences, delayed labelling and responses more generally are common. If it has taken the individual a long time to label their experience, or to realise that they wish to seek help, this does not mean that the individual is any less likely to be honest or in need of help. Given there is no formulaic pathway of support, below are practical considerations you should be aware of.

2. IN THE EVENT OF A RECENT INCIDENT OF SEXUAL VIOLENCE

- 2.1. If relevant, let the individual know that there are external personnel who are trained to gather early medical evidence, and inform them that early evidence may be crucial if they want to proceed with a prosecution at any later stage. As well as gathering evidence, important medical treatment can be offered. The individual may or may not choose to contact the police but the Herts Sunflower SARC (Sexual Assault Referral Centre) is the first step to receiving professional help.
- 2.2. This organisation provides a comprehensive and co-ordinated forensic and aftercare service to men, women and young people living in the Hertfordshire area, who have experienced rape or sexual assault. SARCs have specially trained experienced professionals who can give medical help and advice. They can store forensic results until the individual makes up their mind whether or not to report to the police and can support them through the immediate trauma.
- 2.3. They comprises a team of experts with a wealth of knowledge and experience in advising and supporting victims. This team includes specially trained Independent Sexual Violence Advisors (ISVAs), who will care for those who have been assaulted, liaising where appropriate (and with the victims permission) with the police and other agencies.
- 2.4. This service is delivered in partnership with Hertfordshire Constabulary and the National Health Service to provide immediate physical and on-going help and support following a rape

or sexual assault. The service provides an efficient and effective care pathway for clients into the Sexual Health Services, Rape Crisis, Victim Support and other partner agencies.

2.5. Further information of the Sunflower Sexual Assault Referral Centre is available on:

<http://www.hertssunflower.org/victims-3/what-if-i-have-been-raped-or-sexually-abused>

2.6. Individuals can self-refer by contacting the free phone number: 0808 1784448. This number is available 24 hours a day but if you call after 4pm you can leave a message and someone will return your call as soon as possible the following day.

2.7. Victims who self-refer will be given all necessary advice and support. All available options will be outlined to the victim, including the option to refer the incident to the police. The crisis worker will outline all available options to the victim including the option to refer the incident to the Police.

2.8. Staff will respect the wishes of the victim and implement the procedures according to their wishes. This will include cases where the victim is unsure of what action to take. Procedures are in place to secure potential forensic evidence should the victim choose to report the assault to the Police at a later time.

2.9. Other useful telephone numbers:

- Sexual Assault Referral Centre Helpline: 0808 178 4448
- Sunflower Sexual Assault Referral Centre: 01442 270679
- Rape Crisis Hertfordshire: 01707 276512
- Victim Support: 0545 3030900
- Police – non-emergency telephone No. 101; emergency telephone no. 999; Note that approaching the Police binds the Police to investigate if they believe a crime has been committed.

3. PROTECT AND PRESERVE EVIDENCE

3.1. Whether the victim wishes to inform the police or not, in the event of a recent assault, the individual should be advised not to:

- Use the lavatory or discard underwear or sanitary products
- Wash, shower, bathe or shave
- Wash their hands
- Remove, wash, discard or destroy clothing worn or bedding and towels used at the time of the incident or subsequent to it
- Drink or eat anything, including non-essential medication
- Clean their teeth
- Smoke
- Disturb the scene or allow other people or animals to enter area where the incident took place, where possible.

3.2. Non-physical evidence, such as relevant texts, social media messages and emails should be preserved.

3.3. If attending a SARC or a police station, it is important to bring any underwear or clothing worn at the time of the incident in a plastic bag, if not being worn for the journey. The place of the incident should be made secure if possible.

4. IN THE EVENT OF AN HISTORIC INCIDENT

The guidance above applies; however it is advisable to telephone the SARC before making a journey to establish whether they are likely to be able to gather any medical evidence.

5. IF THE INDIVIDUAL DECIDES NOT TO REPORT

5.1. A decision not to visit a SARC or report to the police is still a valid decision and the individual's wishes should be respected. However it is important that they retain relevant evidence, in so far as this is possible, in case they change their mind in the future.

5.2. Medical Attention: An individual who does not want to go to a SARC or the police, is advised to seek medical attention. The local GUM (Genito-Urinary Medicine) Clinic can provide morning-after pills, tests for STIs and anti-retroviral medication. Galen House is a one stop for sexual health screening and health advice. The clinic is a confidential service which is separate from both the hospital and GPs. Their phone number is 01279 827676 and they are located on the first floor of the Addison Health Complex, 4th Avenue, Harlow, Essex, CM20 1DW.

5.3. Record Keeping: A member of staff to whom an allegation of sexual assault is made is advised to make a note of what has been disclosed, either in the presence of the individual (with their permission) or as soon as possible thereafter. You may be asked to act as a witness in any criminal proceedings and a contemporaneous note will be valuable. The notes should be stored in accordance with the principles of the Data Protection Act (as enshrined in the College [Data Protection policy](#)) and should not normally be disclosed without the individual's permission.

6. SUPPORTING THE INDIVIDUAL

6.1. Contact between the alleged perpetrator and the complainant will need to be managed, including contact through teaching, examinations, accommodation and social activity. The Principal/CEO will advise and make recommendations to the appropriate bodies on such situations, including cases where a complaint is not made to the police or, following a police investigation, the alleged perpetrator is not charged.

6.2. You can discuss with the individual how they can be helped to feel safer. This might include making sure that relevant staff members are asked not to disclose an individual's whereabouts or telephone number.

6.3. You can encourage the complainant to contact the Herts Area Rape Crisis and Sexual Abuse Centre (<http://www.hertsrapecrisis.org.uk> Helpline 01707 276512) or the Cambridge Rape Crisis Centre (<http://www.cambridgerapecrisis.co.uk> Helpline: 01223 245888).

6.4. You can encourage the individual to speak to the Pastoral Care Tutor. Counselling will not erase what has happened, but it may help equip the individual with some new ways to think about what has happened, while helping them mobilize their resources and feel more in control.

6.5. The Pastoral Care Tutor is available to advise staff as well as students, and can advise on issues including whether and how to inform relevant staff, and managing contact between the complainant and the alleged perpetrator.

7. PROVIDING LONG-TERM SUPPORT FOR THE INDIVIDUAL

- 7.1. The individual may wish to suspend their studies; every effort should be made to ensure that their academic standing is not adversely affected and that their return to study is as smooth as possible.
- 7.2. It should be made clear to the individual that all the sources of support described above will be available to them on their return.

8. SOURCES OF SUPPORT FOR STAFF MEMBERS

A member of staff to whom an allegation of sexual assault or sexual violence is made is encouraged to be mindful of their own welfare. They may wish to speak with the College Pastoral Care Tutor. The rape crisis centres referred to above also provide support for supporters as well as survivors.

9. GUIDANCE COMMUNICATION

This document, as well as all other policy, procedure and guidance documents relating to students studying at All Nations Christian College, will be available to all, monitored regularly and reviewed and evaluated periodically. They can be found on the College website: www.allnations.ac.uk and in the student area of the College VLE.