

Services Staff. If you have witnessed or been informed of harassment involving someone other than yourself, it is important that their permission is obtained before telling someone else¹.

Students can tell someone about harassment at any time, but where action may need to be taken to address an issue straight away (for example, if a person's behaviour is a risk to themselves or others) it is important that the student tells someone as soon as possible.

The student should outline to the member of staff the nature of what they have experienced and discuss their feelings about how they wish the harassment to be dealt with. The member of staff can suggest that the student speaks to the Student Equality and Diversity Officer who is specially trained to support students who have experienced harassment. Helen Munro h.munro@bangor.ac.uk 01248 388021.

Telling someone does not mean that the matter has been officially reported to the University. The staff member will clarify the wishes of the student and with their written permission, will forward details of the incident to the Head of Governance and Compliance which will constitute a formal report.

The University will at all times, listen carefully to the needs of the student reporting harassment and follow their lead in terms of what they want to happen next. At no point will the member of staff persuade or pressure the student into choosing one option over another but will make it as easy as possible for them to make a formal report if that is their wish.

The following section lists a number of different reporting pathways and outlines the scope of the University's response.

4.2.1 Option 1 - Reporting to the University and/or Reporting to the Police

If a student wishes to report harassment to the police, the University will support them fully and with the student's permission, make available all and any evidence that the police request to make a

It should be noted that the student can report the matter to the police without making a report to the University.

4.2.2 Option 2 - Reporting to the University but not to the Police

A student may wish to formally report harassment to the University for consideration under its Disciplinary Procedures or for more informal action to take place. The University can take action under its Disciplinary Procedures if it finds that a breach of its rules and regulations has taken place.

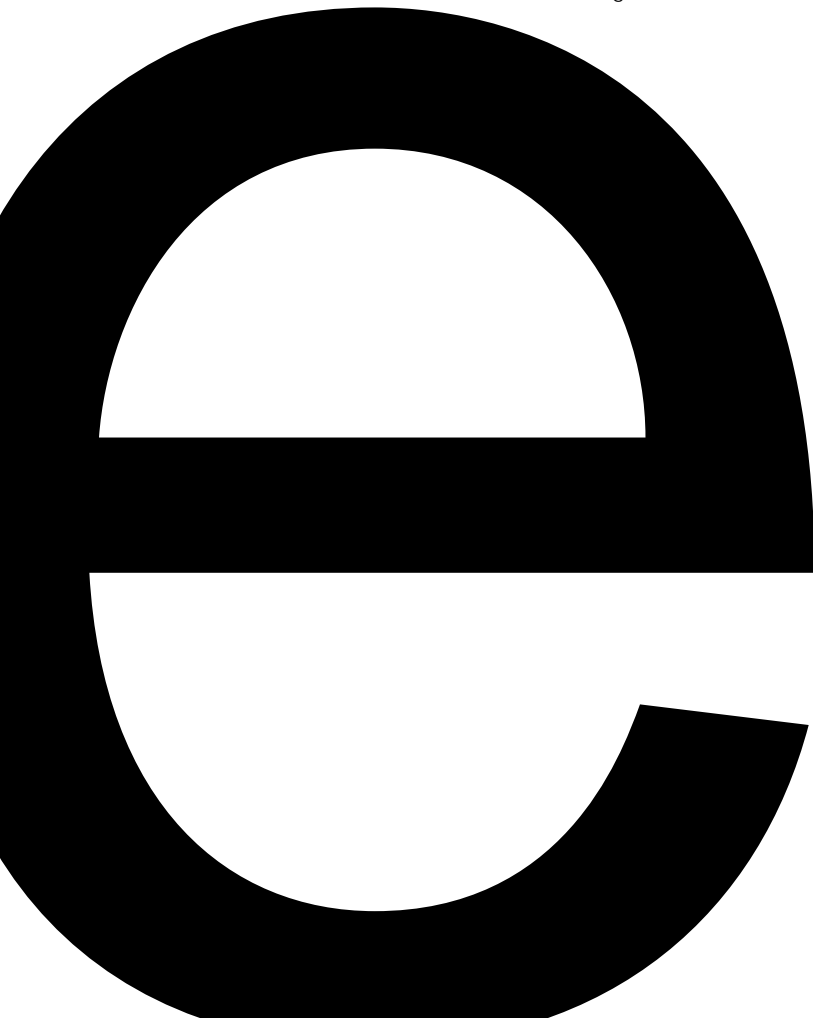
The nature and scope of an internal disciplinary process and a criminal process are, however, fundamentally different. The internal disciplinary process will be a civil matter based upon an allegation that the alleged perpetrator has breached the University's rules and regulations. The allegation will have to be proven on the balance of probabilities and the most serious sanction that can be taken is permanent expulsion from the University. The criminal process will have to prove the allegation beyond reasonable doubt and the most serious sanction will be imprisonment.

The University cannot make a finding about whether or not a criminal offence has been committed as it is not empowered by law to do so. It can only make a finding about whether a student has breached its Rules and Regulations.

The University will also be limited in its investigatory powers and in some cases there may not be sufficient evidence to establish on the balance of probabilities that the reported harassment has taken place.

4.2.3 Reporting Harassment Anonymously

The student may wish for the harassment to be reported anonymously for monitoring purposes only, with or without wishing for the University to investigate the matter further. The University may not be able to conduct a full investigation without witnesses/evidence but details of the matter will



Clarify with the student that their immediate safety and support needs have been met, and that they understand who they can contact if/when they wish to access further

iii Protection of Freedoms Act 2012 <http://www.legislation.gov.uk/ukpga/2012/9/contents>
iv The Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>
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