Sexual Violence and Sexual Harassment Policy

Introduction
Brunel University London is committed to providing a safe and respectful environment where the whole community is able to study, work and live free from sexual violence and sexual harassment. The University takes any incidents of sexual violence or sexual harassment very seriously and is committed to handling all reports sensitively, effectively and in a timely manner. Brunel will provide emotional support to you if you have been impacted by sexual violence or sexual harassment and information and advice on how to access help.

Scope
This policy applies to all members of the University including current students, employees, contractors, suppliers and visitors. Sexual violence and sexual harassment is not permitted in the University community and everyone is expected to treat all members of the community with dignity and respect.

This policy provides support and advice in the event of sexual violence or sexual harassment in learning environments, working environments, accommodation, social activities and on and off campus when activities are linked to the University community such as accommodation, work placements, trips and internships.

The University recognises that individuals whose social and cultural characteristics intersect, e.g. gender, disability, LGBT, religion and different ethnic groups, are potentially more vulnerable to sexual violence and sexual harassment and may require additional support.

Further advice and support for students is available through the Bullying and Harassment Policy. See equality and diversity section at https://students.brunel.ac.uk/support.

Further advice and support for employees is available in the Dignity at Work Policy - www.intra.brunel.ac.uk/s/hr/Documents/Dignity.

Background
In autumn 2016, Universities UK published a report setting out the findings of a taskforce that had examined violence, harassment and hate crime against women particularly prioritising issues of sexual violence and harassment in higher education. It recognised that the potential impact of any such incident may be so serious in nature
that universities must be equipped to respond effectively and engage in prevention
initiatives. For more detail see www.universitiesuk.ac.uk

Universities UK made a set of wide-ranging recommendations, which prioritised 4 key
aspects to address these issues:

- senior leadership
- an institution-wide approach
- prevention
- response

The University set up a Working Group to build on the strong foundations that had
already been laid. This included spearheading the USV React Project, which in
collaboration with universities across Europe supports victims of sexual violence and
involved working with 1,000 university staff to build knowledge and confidence. The
remit of the Working Group was to ensure these recommendations were implemented
across the University and monitored and reviewed regularly. The need for a whole
university approach and a policy to provide a framework of advice and guidance for the
institution were deemed necessary.

**Brunel Commitment**

Brunel University London commits to ensuring the following:

- Creating a culture free from sexual violence and sexual harassment where the
  whole community will behave with respect and dignity to each other, consent
  and understanding boundaries are the norm and individuals affected speak up
  and get help.
- Taking all reasonable steps to meet the University’s statutory obligations to
  eliminate and prevent sexual violence and sexual harassment, and address any
  inappropriate behaviours promptly to prevent issues from escalating.
- Providing a physical environment where all departments, facilities and spaces
  on campus are safe and welcoming.
- Where sexual violence or sexual harassment does occur, everyone knows how
  to seek help and appropriate support will be provided.
- Handling all allegations of sexual violence and / or sexual harassment seriously
  and sensitively and investigating them promptly while protecting the individual
  rights of those involved, including those against whom an allegation has been
  made.
- Not tolerating any sexual violence or sexual harassment. These behaviours will
  be treated as a serious disciplinary offence and will be dealt with under Senate
  Regulation 6 for students - [Senate Regulation 6](#) or the University’s Disciplinary
  Policy and Procedures for employees [Staff Disciplinary Policy](#) as appropriate
- Making the whole University community aware of this policy, which behaviours
  are not acceptable and how individuals are expected to behave.
- Providing awareness sessions and training on what constitutes unacceptable and inappropriate behaviour under this policy and how to access appropriate support.
- Reviewing incidents annually by Student Services and / or Human Resources as appropriate to identify any trends that need to be addressed or investigated further.

**Key Definitions related to sexual violence and sexual harassment**

**Sexual violence** is any unwanted or uninvited sexual act or activity e.g. rape, stalking, forced marriage. There are many different types of sexual violence and these can be psychological and / or physical. For more information see detail in Appendix A.

**Sexual Harassment** describes a range of words, behaviors and / or conduct of a sexual nature that are unwanted and uninvited. It is often intended to or has the effect of creating an intimidating, degrading, humiliating or offensive impact and is an abuse of personal or institutional power. It is often based on a person’s gender rather than sexual desire. For more information see detail in Appendix A.

**Consent** is providing express permission for something to happen or agreeing to do something with a full awareness and understanding of the facts and without coercion.

For more information on the definitions, see detail in Appendix A.

**Expectations**

All members of the University community must seek consent when their behaviour involves interacting with each other in a sexual manner in a social context. This involves agreement by choice and can be withdrawn at any time. It can never be assumed, implied or coerced. If consent is uncertain then any behaviour should be stopped.

Note the guidance for employees on relationships and how to avoid any actual or potential conflicts of interest, misuse of authority, or allegations of inappropriate conduct is provided in the Relationships at Work Policy – see Relationships at Work Policy

All members of the University community have a responsibility to take action if they observe sexual violence or sexual harassment as long it is safe to do so. It is important to avoid the bystander effect where the presence of others often discourages individuals from intervening. This can potentially normalise these behaviours and make inappropriate behaviour more acceptable.
Legislation

This policy recognises the requirements of the Equality Act 2010 which provides protection for everyone from discrimination, and makes it unlawful to harass or discriminate against someone on the grounds of the nine protected characteristics of age, race, religion or belief, sex, sexual orientation, pregnancy & maternity, marriage & civil partnership, disability, gender and gender reassignment. The legislation defines harassment as ‘unwanted conduct’ including that of a sexual nature, which has “the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment”.

Experiences of sexual violence and sexual harassment may intersect with other forms of discrimination and harassment.

Individuals are also protected from harassment not only in relation to themselves as an individual, but also on the grounds that they are associated with someone else with a protected characteristic or that someone perceives wrongly that another person does or does not have a protected characteristic.

For more information on other legislation that provides protection for sexual violence and / or sexual harassment, see Appendix A

Nothing in this policy prevents anyone experiencing sexual violence or sexual harassment from exercising their legal rights. The University will engage with external investigations by the police and other enforcement bodies as appropriate and necessary.

Disclosure

No student or employee is under any obligation to disclose any incident of sexual violence or sexual harassment. However, anyone affected is encouraged to get help as soon as possible either from the University or external agencies.

Getting support if you believe you have experienced sexual violence or sexual harassment

The University encourages you to act promptly and not to feel any sexual violence or sexual harassment is your fault, or that you have to wait until the situation is repeated or exacerbated. The University recognises that any incident is unacceptable and might be distressing. It is important that you don’t feel that you should have to tolerate such behaviour and that you have the support of the University to decide if and how you want to take any further action. In addition it will enable the University to make arrangements and to put support in place if required, including, where possible, measures to protect the personal safety of all involved at all times.
Where it is considered that there is a real threat to the personal safety of any person, this should be reported to Security on 01895 255786 or the police on 999 immediately.

If you believe you have been subjected to sexual violence or sexual harassment, there are a number of options available to you to get help.

If you are a student:

- Report the incident to Security on 01895 255786;
- Contact the Student Support and Welfare Team either face to face or via phone 67045 or email studentsupport@brunel.ac.uk
- Seek advice or discuss the matter with a personal tutor or lecturer in your College and/or anyone else with whom you feel comfortable;
- Report it via the Report and Support Portal where you can disclose your personal details or make an anonymous report - Report and Support
- Call the police on 999 in the case of emergency call 999 or if not urgent call 101.

If you are an employee:

- Report the incident to Security on 01895 255786;
- Contact your HR Business Partner or the equality, diversity and inclusion team on hr.equality@brunel.ac.uk;
- Seek advice or discuss the matter with your line manager or a colleague, or anyone else with whom you feel comfortable; this may include a trade union representative;
- Contact an Anti-Harassment Advisor via Anti-Harassment Advisors
- Call the police on 999 in the case of emergency call 999 or if not urgent call 101.

If you witness an incident of sexual violence or sexual harassment you should also be encouraged to report it using the same channels listed above.
Getting emotional support

It is important that anyone affected by sexual violence or sexual harassment should seek support as soon as possible.

If you are a student, you can get help and support from the Student Support and Welfare Team – phone 01895 267045 or email studentsupport@brunel.ac.uk.

If you are an employee, you can get help and support from Human Resources and/or the Employee Assistance Programme – Call 0808 168 2143 or visit Care First Lifestyle quoting ‘brunel’ as your username and ‘employee’ as your password.

Students and employees can also seek support from a number of external agencies – see details in Appendix D.

Reporting an incident for action to be taken

There will be occasions when you will want to report the incident. If you are a student and want to report an incident, you can report it through the report and support portal - Report and Support.

If you are an employee who wants to report an incident, you should raise your concern(s) through the Dignity at Work Policy and Procedure.

All reports will be taken seriously and will be investigated within the time limits set out in the relevant policy with due consideration to all parties. You will be kept informed by the Office for Student Complaints, Conducts and Appeals or Human Resources as appropriate.

Reporting the incident to the police - there are some incidents of sexual violence or sexual harassment which are so serious that individuals will be liable to prosecution under the law and you may choose to use this channel. These include (but are not limited to) sexual assault, stalking and rape. If you experience such an assault on campus, the University encourages you to report it to Security immediately call: 01895 255786. If off campus you should call 999 in the case of emergency or if non urgent call 101.

If a police investigation is commenced, the University will consider whether an internal investigation is required or if already underway whether the internal investigation should be paused whilst the police investigation is undertaken. Adjustments may be required during this time period to protect the University and the individual(s) involved. By way of example only:

- For students this could include a change of accommodation, suspension of studies, separating the students involved in the learning environment etc and/or removal of a student from campus.
• For employees, this could include temporary redeployment, amending work duties and/or relocation to a different work location and paid suspension from work.

Full consideration will be given to the facts and circumstances of each particular case when considering how and when investigations should be undertaken, any necessary adjustments and any disciplinary or other sanctions.

Supporting a student or employee who discloses an incident of sexual violence or sexual harassment

The most important consideration is that any individual who experiences sexual or sexual harassment should be encouraged to report the incident as soon as possible. However they should not be pressured into making a report if they don’t feel comfortable doing this - the decision of the individual needs to be respected.

Disclosing an incident of sexual violence or sexual harassment can be very distressing and the way and to whom an individual chooses to do so will vary depending on a range of factors, including who they feel comfortable with and how sensitive they feel the issue is.

In addition an employee, another student or a visitor may observe an incident of sexual violence or sexual harassment and be unsure how to intervene.

If someone shares an incident of sexual violence and/or harassment that they have experienced, it is best to respond in the following way:

• Reply in good faith on the basis that they are telling the truth;
• Do not make any assumptions - there are many myths within society that lead to victim blaming and it is best to listen non-judgementally;
• Direct them to specialist services either on or off campus;
• Do not act without their consent unless the individual or others are still at risk, or they need urgent medical attention.

Key to this meeting will be to reassure the individual that support is available and explain how they can report the incident. The individual should be encouraged to make notes of any incidents so that they can give examples, including any dates and times and details of any witnesses present. Taking photos or screenshots of offensive written or visual material can also be very helpful.

The member of staff should make notes following the meeting of what was discussed with any advice given and any follow up required and email them to the individual. They should keep a copy of the e-mail in a secure location in case it is needed in the future. In addition they should report it to the Student Support and Welfare Team and/or HR as appropriate who should assess whether there is any action that needs to be
taken as a matter of priority. They may also need to inform other relevant staff if appropriate.

For more information, see the flowcharts in appendices B and C.

**Training**

Training for University employees on responding to disclosures of sexual violence and sexual harassment is highly recommended for all staff and a full day programme is delivered by Student Services. For more detail, see [USVSV First Responder One Day Programme](#). An online version is also available – see [Sexual Violence Module](#).

It is of vital importance that all employees know how to respond to these difficult sensitive incidents. In addition information on sexual violence and sexual harassment is provided in the Dignity at Work workshop for employees. For more information, see [Dignity at Study Workshop](#).

**Confidentiality**

Information submitted will remain confidential as far as is consistent with other people’s rights to know of any allegations made and / or evidence held against them. By reporting an incident, you are giving the University permission to inform other employees / organisations of the incident, investigate the incident and to discuss them with appropriate people. It might also be necessary to provide details of the incident to any relevant department and to request any relevant information. The person being investigated is normally asked to respond. Where it is necessary to interview witnesses, the importance of confidentiality will be emphasised. It should be explained to everyone involved in the process that any breach of confidentiality may lead to disciplinary action. Where you are not comfortable disclosing details, you will be asked to declare this so that the University can advise to what extent they can investigate the incident.

You should be aware that there are also times when confidentiality will need to be broken under the terms of the Data Protection Act 1998 such as in the event of an identified risk to you or where there is a criminal investigation and you may be required to give evidence.

In addition employees are expected to raise any reports of sexual violence and sexual harassment with the relevant College Education Manager, Student Support and Welfare Manager, Line Manager, HR and / or other staff as appropriate and it is important that this is conveyed to the individual.

If the student or employee does wish the University to take action by submitting a complaint, they will need to disclose the identity of the individual they are complaining about.
Data recording

All sexual violence or sexual harassment incidents which are reported should be recorded, along with any relevant outcome. Any student incident should be forwarded to the Student Services and any employee incident recorded by HR. This data will be reviewed by Student Services and HR annually and any trends monitored and addressed.
Appendix A: General Information about sexual violence and sexual harassment

Sexual violence is any unwanted or uninvited sexual act or activity. There are many different types of sexual violence and they include but are not limited to: rape, sexual assault, sexual harassment, coercion, gas lighting, forced marriage, so-called honour-based violence and ritual abuse, child sexual abuse, female genital mutilation, trafficking and sexual exploitation. Sexual violence can be psychological and/or physical. For a definition of these incidents, see glossary below.

Sexual Harassment describes a range of words, behaviors or conduct of a sexual nature that is unwanted and uninvited. It is often intended to or has the effect of creating an intimidating, degrading, humiliating or offensive impact and is an abuse of personal or institutional power. It is often based on a person’s gender although rarely about sexual desire.

It can be physical ranging from unwanted touching, groping or the invasion of personal space to sexual assault, rape or indecent exposure. It may also be verbal and may include unwanted personal comments, catcalling, belittling, suggestive, lewd or abusive remarks, or sexual slurs, explicit ‘jokes’ or innuendo, and compromising invitations, including demands for sexual favours.

Sexual harassment does not necessarily occur face to face and can be in the form of emails, visual images (such as sexually explicit pictures on walls in a shared environment), social media, telephone, text messages and image-based sexual abuse such as revenge porn and up-skirting. It may be perpetrated knowingly or unknowingly by anyone, towards anyone, regardless of gender or sexual orientation.

The limit of what and how much behaviour is acceptable is up to the recipient to decide. A single incident and / or persistent behaviour can both amount to harassment.

Consent is providing permission for something to happen or agreeing to do something with a full understanding of the facts and without coercion.

In cases of sexual activity, consent cannot be presumed but must be explicitly given each time verbally or non-verbally. Consent cannot be deemed to have been given if it is provided under pressure such as fear of violence or assessment of their studies or blackmail, or in situations where someone is not capable of providing it such as when they are drunk or under the influence of drugs, asleep or unconscious or physically or mentally are unable to make a choice and understand the consequences. Consent can be withdrawn at any time.
# Glossary of different types of sexual violence and sexual harassment

This is not intended as an exhaustive list of all types of sexual violence and sexual harassment incidents.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child sexual abuse</td>
<td>Child sexual abuse is a form of child abuse in which an adult or a young person uses a child for sexual stimulation. Types of child sexual abuse include engaging in sexual activities with a child (whether by asking or pressuring, or by other means), indecent exposure, child grooming, child sexual exploitation or using a child to produce child pornography.</td>
</tr>
<tr>
<td>Coercion</td>
<td>The intimidation of an individual to compel them to do some act against their will by the use of psychological pressure, physical force, or threats.</td>
</tr>
<tr>
<td>Doxxing</td>
<td>This is the internet based practice of researching e.g. through social media websites and broadcasting private or identifying information about an individual or organisation. It can be carried out for various reasons including inflicting harm, coercion and harassment.</td>
</tr>
<tr>
<td>Female genital mutilation</td>
<td>Female genital mutilation is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It's illegal in the UK and is child abuse.</td>
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<tr>
<td>Forced marriage</td>
<td>A forced marriage is where one or both individuals do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It could be physical – for example, threats, physical violence or sexual violence, emotional and psychological – for example, making someone feel like they are bringing ‘shame’ on their family. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.</td>
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<tr>
<td>Gaslighting</td>
<td>An elaborate and insidious technique of deception and psychological manipulation, usually practiced by an individual towards another over an extended period.</td>
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<tr>
<td>Honour based violence</td>
<td>Honour based violence is a term used to describe violence committed within the context of the extended family which are motivated by a perceived need to restore standing within the community, which is presumed to have been lost through the behaviour of the victim. Most individuals affected are women or girls, although men may also be at risk.</td>
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<tr>
<td>Term</td>
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<tr>
<td>Indecent exposure</td>
<td>Indecent exposure is the deliberate exposure in public or in view of the general public by a person of a portion or portions of his or her body, in circumstances where the exposure is contrary to local moral or other standards of appropriate behaviour.</td>
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<tr>
<td>Rape</td>
<td>Rape is a type of sexual assault usually involving sexual intercourse or other forms of sexual penetration carried out against an individual without their consent. It can be carried out by physical force, coercion, abuse of authority, or against a person who is incapable of giving valid consent such as an individual who is unconscious, incapacitated, has a learning disability or is below the legal age of consent.</td>
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<tr>
<td>Revenge porn</td>
<td>Revenge porn is the distribution of sexually explicit images or videos of an individual without their permission. The sexually explicit images or videos may be made by a partner of an intimate relationship with or without the knowledge and consent of the subject. The uploading or possession of the material may be used by the perpetrator to blackmail the individual into performing other sex acts, to coerce them into continuing the relationship, or to punish them for ending the relationship.</td>
</tr>
<tr>
<td>Ritual abuse</td>
<td>Any form of physical, sexual or psychological mistreatment of an individual or group of individuals as part of a religious, cult, or secular ritual that involves the use of ritual. This type of abuse is often systematic and long-lasting.</td>
</tr>
<tr>
<td>Sexual assault</td>
<td>Sexual assault is an act in which an individual intentionally sexually touches another individual without their consent, or coerces or physically forces somebody to engage in a sexual act against their will. It is a form of sexual violence which includes rape, groping, child sexual abuse or the torture of an individual in a sexual manner.</td>
</tr>
<tr>
<td>Sexual exploitation</td>
<td>Sexual exploitation means taking the advantage of sexuality and attractiveness of an individual to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.</td>
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<tr>
<td>Stealthing</td>
<td>Stealthing or non-consensual condom removal, is the practice of a man covertly removing or damaging a condom during sexual intercourse, when his sex partner has only consented to condom-protected sex. Such behaviour may be regarded as sexual assault or rape and is a form of reproductive coercion.</td>
</tr>
<tr>
<td>Trafficking</td>
<td>Human trafficking is the trade in humans for various purposes including sexual slavery and commercial sexual exploitation for the trafficker or other. It can include the provision of a spouse in the context of a forced marriage,</td>
</tr>
</tbody>
</table>
and often targets women and children although not always.

| Upskirting          | Upskirting is the practice of taking photographs without permission under a woman's skirt or man's kilt capturing an image of the crotch area, underwear, and sometimes genitalia. It could comprise a photograph, a video or an illustration. |

Note: a new online harassment policy will be developed in the next months which will include more details on online sexual violence and sexual harassment.

Legislation

As well as the equality legislation, other key legislation that provides protection under this policy includes:

- The Protection from Harassment Act 1997 – pursue a course of conduct which amounts to harassment which includes the offence of stalking
- Criminal Justice Act – harassment can be a criminal offence and give rise to a civil claim
- Health and Safety Act 1974 – the provision of a safe working environment
- Criminal Justice and Public Order Act 1995 – anti-social and criminal behaviour including matters such as obscene communications
- Human Rights Act 1998 - sets out the fundamental rights and freedoms that everyone in the UK is entitled to
- Telecommunications Act 1984 – improper use of public telecommunications system, such as sending messages that are grossly offensive, indecent, menacing or knowing false
- Malicious Communications Act 1998 – sending communications which conveys indecent or grossly offensive, threatening or information that is known to be false.
Appendix B Flowchart signposting / accessing support for students

Responding to Sexual Violence Care Pathway

Immediate risk and Emergency Help

REMEMBER: Do not make assumptions and do not act without their consent. Do not call the police or ambulance service without the explicit consent of the student concerned (unless the student is under 18).

Is the student/individual, or are others, still at risk? Does the student need urgent medical attention?

If yes:
- On campus - call security immediately on 01895 255786
- Off campus - call 999 for police/ambulance

If there is no immediate risk: Ask the student/individual what they want to do.

Assault within hours?
- Advise student/individual not to eat, drink, wash, smoke, clean teeth, go to the toilet or change clothes until they decide what to do.

Assault more than 48 hours ago?
- The student/individual may wish to attend the Sexual Assault Referral Centre for evidence to be gathered.
  - The nearest location is The Haven Paddington Sexual Assault Referral Centre Tel: 0203 3121101 (Open 24 hours).

Options - Students/individuals can do one or more of these

- Student/individual wants to report to the Police.
- Student wants to make a complaint to the University (if perpetrator is a student or staff member):
- Student wants to access support from the Student Support and Welfare Team
  studentsupport@brunel.ac.uk or visit the Student Centre.
Guidance for Staff Receiving Disclosure

- **CLEAR:** never promise absolute confidentiality. If there is risk of harm to the student or others, you would have to break this.
- **SAFE:** take the student to a warm, quiet, safe space – where you will not be interrupted – after first informing a colleague.
- **REPORT:** You may feel that the police should be called, especially if the student is harmed, but this is not your choice unless there is obvious risk to the student or others.
- **ACCOMPANY:** if the student is accompanied, check this person is still welcome. Would the student prefer to speak to someone of a different gender?
- **LISTEN:** listen to the student without overreacting or asking questions – your role is to support – not to investigate or to counsel at this stage. Any suspicion of coaching/influencing/interpreting their account can be detrimental to a future case.
- **TIME:** allow them time to talk. Concentrate on what they are saying, not on what you are going to say/do.
- **Notes:** either during your conversation, or immediately afterwards, write down the facts that have been provided. Do not include opinion. Ask the student, if possible, to agree to any notes. With the students consent, forward these notes to the Student Services and Welfare Team.
- **OPTIONS:** make it clear to the student that they do not have to disclose their circumstances to the police.
- **SUPPORT:** advise the student that they can receive support from the University even if they do not want to pursue formal complaint processes.

If you would like further advice from the Student Support and Welfare Team you can contact them by:

67045

studentsupport@brunel.ac.uk

Student Centre (Howell Building)
Responding to Sexual Violence Care Pathway

Immediate risk and Emergency Help

REMEMBER: Do not make assumptions and do not act without their consent. Do not call the police or ambulance service without the explicit consent of the colleague concerned (unless the colleague is under 18).

Is the colleague, or are others, still at risk?
Does the colleague need urgent medical attention?
If yes:
  o On campus – call security immediately on 01895 255786
  o Off campus – call 999 for police/ambulance

If there is no immediate risk: Ask the colleague what they want to do.

Assault within hours?

Advise the colleague not to eat, drink, wash, smoke, clean teeth, go to the toilet or change clothes until they decide what to do.

Assault more than 48 hours ago?

The colleague may wish to attend the Sexual Assault Referral Centre for evidence to be gathered.

The nearest location to Brunel is The Haven Paddington Sexual Assault Referral Centre Tel: 0203 3121101 (Open 24 hours) - depending where they live, there may be a Haven nearer.

Options – colleagues can do one or more of these. If colleague decides not to report. No action will be taken by the University. Support should be offered.

Colleague wants to report to the Police.

Colleague wants to make a complaint to the University via its HR complaints procedure if perpetrator was another colleague or student.

Colleague wishes to seek support from HR and/or the Employee Assistance Programme.
Disclosure

- CLEAR: never promise absolute confidentiality. If there is risk of harm to the colleague or others, you would have to break this.
- SAFE: take the colleague to a warm, quiet, safe space – where you will not be interrupted – after first informing a colleague.
- REPORT: You may feel that the police should be called, especially if the colleague is harmed, but this is not your choice unless there is obvious risk to the colleague or others.
- ACCOMPANY: if the colleague is accompanied, check this person is still welcome. Would the colleague prefer to speak to someone of a different gender?
- LISTEN: listen to the colleague without overreacting or asking questions – your role is to support – not to investigate or to counsel at this stage. Any suspicion of coaching/influencing/interpreting their account can be detrimental to a future case.
- TIME: allow them time to talk. Concentrate on what they are saying, not on what you are going to say/do.
- Notes: either during your conversation, or immediately afterwards, write down the facts that have been provided. Do not include opinion. Ask the colleague, if possible, to agree to any notes. With the colleague’s consent, forward these notes to HR.
- OPTIONS: make it clear to the colleague that they do not have to disclose their circumstances to the police.
- SUPPORT: advise the colleague that they can receive support from the University even if they do not want to pursue formal complaint processes.

If you would like further advice from the Human Resources Team you can contact them by:

hr.equality@brunel.ac.uk or https://intra.brunel.ac.uk/s/hr/AHA

Third floor of the Eastern Gateway
Building
Appendix D: External support agencies who provide help and support

The lists of useful contacts given below is correct at the time of writing (September 2019). Please check the web for up-to-date contact information. Please note that Brunel University London does not endorse or take responsibility for the information provided by external organisations.

External Services

**Equality and Human Rights Commission** is the statutory body responsible for protecting, enforcing and promoting equality across nine protected characteristics — age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sexual orientation — [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

**National Union of Students** represents students across the UK to shape the future of education and create a better world. They promote, defend and extend student rights and fight discrimination, isolation and injustice including sexual violence and sexual harassment. For more information – see [https://www.nus.org.uk/](https://www.nus.org.uk/).

**Universities UK** is the collection voice of Universities in the UK which helps to maintain the world-leading strength of the UK university sector. They support and promote life-changing opportunities for people of all ages and backgrounds at every university, free from harassment and bullying. For more information see - [https://www.universitiesuk.ac.uk/](https://www.universitiesuk.ac.uk/).

Specialist Agencies

**The Haven Paddington Sexual Assault Referral Centre** is a specialist centre for people who have been raped or sexually assaulted. They provide forensic medical examinations, counselling, tests and treatments. They are open 24/7. Call 020 33121101.

**Hillingdon Women’s Centre** provides support to vulnerable women on a range of issues including sexual assault. They provide counselling, legal services, a refuge and empowerment. Email: info@hillingdonwomenscentre.org or call 01895 259 578.

**Samaritans** provides free confidential emotional support 24/7 to those experiencing despair, distress or suicidal feelings. Call: 116 123 or email: jo@samaritans.org.

**Survivors UK provides** specialist services and awareness raising activities to support boys and men who have been raped and sexually abused. For more information see - [https://www.survivorsuk.org/](https://www.survivorsuk.org/).

**Victim Support** provides free confidential support to those affected by crime including sexual violence and sexual harassment. Call for free on 0808 1689111 or request support online via [www.victimsupport.org.uk](http://www.victimsupport.org.uk).