

Student Procedures on Preventing and Addressing Bullying, Harassment and Sexual Misconduct

Contents

1. Procedures Title
2. Support and Advice
3. Disclosing incidents of bullying, harassment and sexual misconduct on Report and Support
4. Anonymous Disclosures through Report and Support
5. Informal Resolution
6. Formal Resolution
7. Interim Measures
8. Expectations of Reporting, Reported Parties and Supporters
9. Confidentiality
10. Police Investigations
11. Victimisation

1. Procedures Title

- 1.1. Student Procedures on Preventing and Addressing Bullying, Harassment and Sexual Misconduct.
- 1.2. These procedures should be read alongside the [Student Policy on Preventing and Addressing Bullying, Harassment and Sexual Misconduct](#).

2. Support and Advice

- 2.1. The University of Leeds is committed to providing support to members of our community who are affected by unacceptable behaviours such as bullying, harassment and sexual misconduct.
- 2.2. Students can and are encouraged to seek support and advice if they feel affected by unacceptable behaviours, including if they wish to submit a formal complaint. They can do so by speaking with employees at the University or the Students' Union Advice Service, which offers independent and confidential advice.
- 2.3. The Harassment and Misconduct team are the recommended first point of contact for any student who has been impacted by bullying, harassment and sexual misconduct. With your consent the team of specialist advisors can help you with:
 - Offering confidential advice and information
 - Navigating academic accommodations or living concerns
 - Being referred to counselling, medical and legal services
 - Accessing self-care support
 - Providing info and educational information
 - Making a formal complaint or report, on-campus or off
 - Being there to listen
- 2.4. The team can be contacted on reportandsupport@leeds.ac.uk.

Student Procedures Preventing and Addressing Bullying, Harassment and Sexual Misconduct

3. Disclosing incidents of bullying, harassment and sexual misconduct on Report and Support

- 3.1. Report and Support is an online platform for students, employees and visitors of the University of Leeds to disclose an incident(s) of bullying, harassment, sexual misconduct and other forms of unacceptable behaviour, including anonymously.
- 3.2. Submitting a disclosure form does not mean that a formal investigation will be triggered. If the disclosure is not anonymous, an advisor will contact the Reporting Party to understand more about what has happened and appropriate support and options will be offered.
- 3.3. If the disclosure form suggests that duty of care or safeguarding obligations arise, the University may take appropriate necessary action if there are strong grounds to believe that an individual is at significant risk from harm.
- 3.4. Disclosure forms made by students and visitors will be directed to the Harassment and Misconduct team.
- 3.5. Disclosure forms from staff will be directed to relevant people in HR.

4. Anonymous Disclosures through Report and Support

- 4.1. Disclosures can be submitted anonymously on Report and Support however these will not trigger an investigation or formal process unless under very limited circumstances.
- 4.2. Anonymous disclosures are important as they allow us to understand what is happening within our community. The information shared supports the University in monitoring trends which are used to inform preventative work.
- 4.3. Anonymous disclosures that include identifying information, such as names, are strongly discouraged. This information is likely to be removed in line with our Data Protection Agreement.

5. Informal Resolution

- 5.1. Generally, issues are most easily resolved if they are raised at the time the problem first occurs and with the person/s directly involved. Often, you will be able to resolve your issue by discussing it with a relevant staff member such as with your personal tutor, an appropriate course representative, someone from a university support service or the Student's Union Advice Service.
- 5.2. If you cannot, or feel unable to, resolve your concerns in this way, you should make a complaint under the Student Complaints Procedure.

6. Formal Resolution

- 6.1. Formal Complaints About Other Students:
 - i. Your complaint will be triaged to consider whether it is eligible under the Student Complaints Procedure.
 - ii. You may be invited to a meeting to discuss your complaint with a Complaints Officer. In some circumstances, a meeting may be compulsory before the team are able to progress your complaint. If you require support to attend this meeting, you will be able to tell us.
 - iii. Complaints regarding unacceptable behaviours such as bullying, harassment and sexual misconduct may be referred to the General University Disciplinary Regulations. As a complainant, you will be asked to engage in potential necessary steps which may

Student Procedures Preventing and Addressing Bullying, Harassment and Sexual Misconduct

follow including but not limited to providing further supporting evidence and attending relevant meetings such as a University Committee on Student Discipline.

- iv. At the end of the process, you will receive an outcome in writing. Due to GDPR considerations, we may not be able to communicate the findings of or details of the reported party's outcome, but the Complaints Officer will tell you as much as they are able to within those limitations.

6.2. Formal complaints about staff:

- i. Following the receipt of your complaint it will be triaged within HR and acknowledged. A meeting will be arranged to discuss your complaint, to understand the resolution that you are seeking.
- ii. Further discussions will be undertaken with relevant parties to understand the issues to enable conclusions to be drawn and an outcome issued.

7. Interim Measures

7.1. In some cases of reported bullying, harassment and sexual misconduct, it may be necessary to put in place interim measures to prevent further harm taking place whilst formal procedures are initiated.

7.2. The specific interim measures will depend on the nature of the alleged behaviours and the relationship between parties involved.

8. Expectations of Reporting, Reported Parties and Supporters

8.1. The University expects student complainants to treat other students and staff at the University with dignity and respect. The University reserves the right to suspend investigation of a complaint if there is a breach of expected standards, including where those investigating a case are subject to harassment, physical or verbal abuse, and may refer this behaviour to the General University Disciplinary Regulations.

a. Reporting parties:

- are encouraged to be supported through the Procedure by LUU Help and Support or a member of the Harassment and Misconduct Team.
- are expected to be honest and open throughout the procedure and to engage positively with reasonable requests from the University.
- are expected to submit a complaint themselves, and not delegate this to a supporter or third party.

b. Reported parties:

- are encouraged to be supported through the procedure by LUU Help and Support.
- are expected to be honest and open throughout the procedure and to engage positively with reasonable requests from the University.
- are expected to respond to any allegations themselves, and not delegate this to a supporter or other third party.

Student Procedures Preventing and Addressing Bullying, Harassment and Sexual Misconduct

c. Supporters:

- can attend meetings alongside the reported or reporting party to provide support and advice, but cannot speak on behalf of or advocate for the reported or reporting party.
- can be copied into correspondence by the University, but cannot conduct the complaint or response on behalf of the reported or reporting party.
- must not be a witness to, or otherwise be involved in the alleged incident(s) under consideration.
- must not obstruct the Procedure, and must treat students and staff at the University with dignity and respect – the University reserves the right to ask a student to nominate a new supporter if this is not followed.

9. Confidentiality

- 9.1. Any information gathered or disclosed as part of this process will be treated confidentially and sensitively and in accordance with GDPR legislation.
- 9.2. Reported, reporting parties and their supporters are expected to respect the confidentiality of others during the process; *[a confidentiality clause is currently being drafted by Governance and Compliance to meet UUK/Office of the Independent Adjudicator requirements]*.

10. Police Investigations

- 10.1. Where criminal investigations and/or judicial proceedings are ongoing or are likely to commence in respect of a disclosure or report, the University will not usually continue its own investigation until the police/judicial action has concluded, subject to the circumstances of the case and police advice. The University will carry out a risk assessment on these cases, which may result in consideration or implementation of interim measures (see section 7).

11. Victimisation

- 11.1. The University will not tolerate any form of victimisation against someone who has raised a complaint, or supported a complaint, or for cooperating in an investigation, or challenging unacceptable behaviour, or in each case is believed to have or is believed to be likely to take such steps.
- 11.2. If a formal complaint of victimisation is made about a member of staff's behaviour it may be investigated, during this process or at the end of this it may be dealt with in accordance with the relevant disciplinary procedure.

July 2025, v.1