Checklist for members of staff who are informed by students of sexual assaults

Members of staff a student might approach

1. Students who may have been the victim of a sexual assault might choose to approach one of the following for advice, guidance, or continued support:
   - Hall Warden or other authority in Hall
   - Student Union Advice Centre
   - Personal Tutor
   - College Tutor
   - Member of College Security
   - Police (who are to be contacted via College Security)

2. If the student or others are still at risk, or if urgent medical help is required, College Security should be called. Further information about who to contact can be found in Appendix I at the end of the document. Alternatively, please refer to the Information for Students document for more contact options.

Immediate steps that can be taken

- *Ask the student what they want to do – do not make assumptions and do not act without their consent.*
- Take the student to a warm, quiet, safe space where you will not be interrupted. Make sure you inform a colleague about what you are doing.
- If the student is accompanied, check that they are happy for this person to stay with them.
- Check whether or not the student would prefer to speak to someone of a different gender, or a professional advisor. If they would, provide them with details and guidance about who they can contact.
- Do not offer the student food or drink. Explain that forensic evidence may be lost by eating, drinking, smoking, going to toilet or washing and they might want to preserve this in case they would like to make a report to the police.
- If the student wants to talk to you, listen without overreacting or asking questions. Your role is to support, not to investigate and you shouldn’t be taking a statement from them. Allow them time to talk.
- Concentrate on what they are saying, and what they would like to do, rather than on what you are going to say or do, or what you think would be the best thing for them to do.
- If the student has been harmed or you believe they have been the victim of a crime, you may feel that the Police should be called. However, this is not your choice unless you have cause to be concerned about either their current safety or the safety of others.
- Make it clear that if the student chooses not to make a report about any aspect of their experience to the Police, and if they choose to make a report later, forensic evidence might not still be present.

An incident report should contain at least the date, time, name of student & alleged perpetrator.

Other support Students might wish to be aware of

3. As a member of College Staff, if you are informed of a sexual assault by a student (whether a complainant or someone reporting an incident) the following steps should be taken:
   - The complainant should be made aware of specialist support available to them.
Contact details, including opening times and out of hours support, can be found in Appendix I

Subsequent steps

4. If the allegation could constitute a criminal offence, the member of staff should support the complainant in making a report to the Police, or with their agreement, report the incident on their behalf.

Information about what constitutes a Criminal Offence can be found in Appendix II

5. If they choose to involve the Police, College Security should be called and they will contact the Police and direct them to the right place on campus.

6. If believed to constitute a criminal offence and the Police have been involved, a report approved by a College Tutor or Director of Student Support should be prepared with advice from the College Legal Services Office and submitted to the Police by College Security.

7. It should be explained that they can choose whether or not to report the alleged incident to the police. However, if the incident potentially involves a criminal offence, the college will not undertake disciplinary action as an alternative to involving the Police.

8. If doubt remains as to whether the alleged offence is of a criminal nature, then College Officials and the Director of Student Support may work together to explore with the complainant what has happened.

9. The College will not undertake a formal disciplinary process for all incidents which could amount to criminal offences. If a criminal process results in conviction, College may then need to start disciplinary proceedings.

10. Regardless of the outcome of any investigation, and also where there is no investigation, the College will offer advice and support to a complainant.

11. If the incident is not deemed a criminal offence but the alleged offender is a member of the College, the matter should be raised with a Personal Tutor or relevant Hall Warden.

12. If the incident is deemed a criminal offence, Personal Tutors and Hall Wardens should be alerted as soon as possible in case immediate action needs to be taken relating to living arrangements or academic arrangements.

13. During a Police or College disciplinary investigation, the College will seek to arrange, if appropriate, that the relevant parties don’t have to work closely together or, in the case of Halls, to continue to live in close proximity.

Notifying the Director of Student Support

14. The Hall Warden or College Tutor should notify the Director of Student Support. When making their report, the complainant may be accompanied by, for example, their Personal Tutor, a Student Advisor from ICU, a friend, who may be invited to contribute to the discussion.
15. At this point, if not already done, the complainant may choose to report the incident to the Police, in which case steps 3a – c would apply.

Outcomes of internal disciplinary procedures

16. Outcomes of College disciplinary procedures may include summary punishment issued by an appropriate person according to College disciplinary policy, the setting up of a College Disciplinary Panel, or no further action being taken.

Notes

1. Confidentiality should be maintained as far as possible, bearing in mind that witness statements and reports will have to be seen by those who need to be involved. Correspondence should be restricted to as few people as possible, subject to the escalation protocol, and particular care taken to limit the identification of the student by name or CID Number except to those who need to know.

2. The complainant should be treated with respect at all times.

3. A complainant can choose to withdraw their allegation at any point of a Police or College disciplinary process, and should continue to be offered specialist support in these circumstances.

4. The process for students reporting alleged incidents is the same, with the same support offered, regardless of the length of time between the date of the alleged incident and the date the alleged incident is reported. However, a student should be encouraged to report a sexual assault to the Police immediately, so that forensic evidence can be taken.

5. Any complaint or allegation from a student relating to a staff member should still be reported to the Senior Tutor or Postgraduate Tutor in the first instance, but it will be dealt with under the policy relating to staff.
Appendix I

Help and support available

The College Student Counselling Service
020 7594 9637

Imperial College Health Centre
020 7584 6301

College Security
South Kensington campus: internal 4444 or (020) 7589 1000

The Haven Paddington Sexual Assault Referral Centre.
020 3299 6900 (24 hours a day, 7 days a week)

The Samaritans
116 123
Available 24hrs a day, and can support students through any trauma including sexual assault. Central London Samaritans are located at 46 Marshall Street, London, W1F 9BF and can be contacted by telephone on +44 (0)20- 7734 2800

For further details about who can be contacted and when, please refer to the Important Information for Students.

Appendix II

What is a Criminal Offence?

Information can be found online on the following websites explaining what a criminal offence would be:
The Crown Prosecution Service website

The Metropolitan Police Service website

Helpful information can also be found on pages 3 – 5 of the Rape Crisis South London booklet.