

Reporting Form Guidance Notes

Purpose of this form:

Use this form if:

- You wish to report an incident of harassment or sexual misconduct
- You wish to seek support or advice following an incident
- You wish to share concerns anonymously

When to use this form:

You can report:

- Incidents involving students or staff
- Incidents involving individuals outside the organisation (for support)
- Incidents without requesting formal action

Your Options

You can:

- Make a formal report requesting investigation
- Submit a report without requesting action
- Submit anonymously. You will not be pressured into making a formal complaint.

Completing this form:

You should complete the form as truly as possible to the best of your understanding. The more information you provide in the form, the less questions the person investigating may need to ask you about the incident during their investigation. If there is more than one incident related to the person(s) you are reporting, please specify this in the form. If there were witnesses in relation to the incident(s) who are willing to be contacted, please include their details in the form. The person investigating the matter will use the evidence you provide in the form as an account of your experience of the reported incident. You will also have the opportunity to talk with the person investigating the matter.

Please note:

Anonymous reports will be recorded for information and monitoring purposes. The Walbrook is only able to open an investigation at your request if you are happy for the person(s) you are reporting to be told of the allegation against them and that you have made the report. If you would like to remain anonymous, Walbrook will be unable to contact you to offer support and advice, although you can request help outside of this procedure at any time by contacting the appropriate Safeguarding Lead.

Upon receipt of a report using this form an investigation will be conducted. Depending on the outcome of the investigation, a decision will be made as to

whether further action via another process e.g., disciplinary is appropriate. Walbrook does not have the legal investigatory powers of the Police and cannot determine criminal guilt. Walbrook's internal process cannot, therefore, be regarded as a replacement for a Police investigation or criminal prosecution.

Supporting Documentation:

If you have any supporting documentation concerning the incident(s) you would like to report, please confirm this on the form and Walbrook may request this from you during the investigation process. This could include videos, e-mails, text messages, chat/messenger logs, screenshots of online material (Facebook, etc.), and anything else that supports the allegations you are making. If you do supply supporting documentation, this may be shared with the person you are reporting as part of any formal investigation.

Outcome :

In this section of the form, please indicate what action(s) you would like to be taken following this process. This may include for example, access to Walbrook support services, advice/referral for specialist support outside of Walbrook and disciplinary response.

What Happens After You Submit the Form

- The Safeguarding Team may contact you to explore options and offer support.
- If a formal investigation is requested:
 - You'll be informed of the process and investigator. (Please note that this could be an independent investigator not employed by Walbrook)
 - The respondent will be notified and given an opportunity to respond.
 - Any investigation will be taken as promptly as possible, usually with 20 working days following receipt of your reporting form.
 - Walbrook may hold an initial review meeting to consider any safety measures necessary to support all concerned whilst the investigations take place. Any measures taken will be considered in a non-judgemental manner and without prejudice to all parties involved.
 - As part of any investigation, the person(s) you have reported will be given formal notification of the allegations made against them. They will also be advised of the procedure being followed and requested to meet with the person conducting the investigation. During that meeting the investigation process will be clarified and the details of the allegation against them will be confirmed. The person(s) you have reported will be given a full and fair opportunity to clarify or describe their version of events in response to the allegation made against them
 - Once the investigation has taken place a conclusion will be shared with you and support offered.
 - If appropriate, disciplinary procedures may follow.

Confidentiality and Data Use

- Your information will be treated sensitively and in line with data protection

law.

- We will inform you if disclosure to third parties is required for safety or legal obligations.
- Anonymised data may be used to improve policies and monitor incident trends.

Support Available

Support is available:

- To all parties involved (reporters, witnesses, alleged perpetrators)
- Before, during, and after any investigation
- Includes access to counselling, academic support, safeguarding staff, and external services

Academic Considerations

We may offer academic adjustments to support continued learning for:

- Those who report or experience harassment
- Respondents during ongoing investigations
- Witnesses if needed

Institutional Policy and Staff Conduct

- Walbrook does not tolerate harassment or sexual misconduct.
- Intimate personal relationships between staff and students are subject to Institute policy to avoid conflicts of interest or abuse of power. For further information please see our [Relationships between employees and students policy](#).

Training and Prevention

- All students and relevant staff receive training on appropriate conduct, consent, and bystander intervention.