

Example of the Report a Concern harassment, bullying, discrimination and assault report

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Harassment, Bullying, Discrimination and Assault: Report a Concern

Reports made by or relating to either staff, students or other users will be kept confidential within the appropriate University departments and not shared unless necessary. An individual's information will only be disclosed outside of the relevant department in accordance with statutory requirements and data protection legislation.

☐ In submitting the information contained in this questionnaire you acknowledge the above terms and consent to the processing taking place.

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Are you raising a concern on behalf of yourself or somebody else?

- ☐ Myself
- ☐ A University of Worcester student
- ☐ A University of Worcester staff member
- ☐ A Students' Union staff member
- ☐ Other

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Nature of Incident?

Which of the following best describes the situation your report relates to? Please choose one, you will have the opportunity to provide further details on the next page.

☐ Harassment

Someone you know could be harassing you, like a neighbour, or people from your local area, another student or it could be a stranger. Harassment may include: Bullying at University or in the workplace, Cyber stalking (using the internet to harass someone), Antisocial behaviour, Sending abusive text messages, Sending unwanted gifts, Unwanted phone calls, letters, emails or visits. It's harassment if the unwanted behaviour has happened more than once.

☐ Bullying

There is no legal definition of bullying. However, it's usually defined as behaviour that is: Repeated, Intended to hurt someone either physically or emotionally, Often aimed at certain groups, for example because of race, religion, gender or sexual orientation. It takes many forms and can include: Physical assault, Teasing, Making threats, Name calling, Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger).

☐ Assault

An assault involves an intentional or reckless action that creates a sense of immediate threat by which a person intentionally or recklessly causes another to suffer or apprehend immediate unlawful violence. The term assault is often used to include a battery, which is committed by the intentional or reckless application of unlawful force to another person. This can include verbal, online or messaged threats to harm or threats to kill.

☐ Discrimination

Discrimination can come in one of the following forms: Direct discrimination - treating someone with a protected characteristic less favourably than others, Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage, Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them, Victimisation - treating someone unfairly because they've complained about discrimination or harassment. It is against the law to discriminate against anyone because of: Age, Gender reassignment, Being married or in a civil partnership, Being pregnant or on maternity leave, Disability, Race including colour, nationality, ethnic or national origin, Religion or belief, Sex, Sexual orientation.

☐ Hate Crime

In most crimes it is something the victim has in their possession or control that motivates the offender to commit the crime. With hate crime it is 'who' the victim is, or 'what' the victim appears to be that motivates the offender to commit the crime. A hate crime is defined as 'Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender. A hate incident is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender. Hate crime can fall into one of three main types: physical assault, verbal abuse and incitement to hatred.

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Did the behaviour or incident you are reporting take place online or offline?

- ☐ All of the behaviour or situation took place online
- ☐ All of the behaviour or situation took place offline (in person)
- ☐ Part of the behaviour or situation took place online and part offline

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If it was experienced in person, where did this occur?

- ☐ On-Campus
- ☐ Off-Campus
- ☐ Both On and Off-Campus

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Do you know the person/people who caused and/or were involved with the behaviour/incident?

- ☐ No
- ☐ Yes, a University of Worcester student
- ☐ Yes, a University of Worcester staff member
- ☐ Yes, a Students' Union staff member
- ☐ Yes, a family member
- ☐ Yes, a friend
- ☐ Yes, but i don't know if they are a student / member of staff
- ☐ Others

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Your contact details

We are unable to investigate any reports submitted anonymously. However your name and contact details will be kept confidential to this process, at all times.

Name

Job Title / Work Place

Email

Phone

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Should you wish to provide any further details about the behaviour or incident you are reporting please add it here

For the purposes of data protection legislation the University of Worcester is a Data Controller. The personal data collected on this form will be held securely and will only be used for administrative purposes in relation to the above event; we do not share your information with any third parties, except where required by law. You have the right to request a copy of the information we hold on you and to request corrections and deletions of any information that is no longer required. The University has a Data Protection Officer, whose contact details are: Helen Johnstone, Head of Information Assurance (infoassurance@worc.ac.uk). For further information please visit: <https://www2.worc.ac.uk/informationassurance/visitor-privacy-notice.html>

☐ I understand that my personal information will be processed as outlined by the data collection form.

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