



Incident Reporting Form Harassment, Bullying and Sexual Misconduct

When to use this form:

This form is intended for reporting incidents of harassment, bullying or sexual misconduct to the College, with the purpose of initiating an investigation. In submitting this form, you are formally requesting that the College take action in response to an incident involving a member of the West Dean community, such as a student or staff member.

How to complete this form:

Please complete this form as accurately and thoroughly as possible. You may leave certain sections blank if you prefer. Upon submission, should you decide to proceed with the formal process, a full investigation into the allegations will be undertaken. This form will serve to convey your account to the initial investigator, and you will also have the opportunity to discuss your experience directly with them, if you wish to. Additionally, the information provided in this form may be shared with the Responding Party/Parties to inform them of the report.

Please be aware that if you choose not to identify yourself on this form, we may be limited in the actions we can take in response to the report. Anonymous reports will be accepted for information purposes only. Such reports can be made through the online anonymous reporting form. The College is able to begin an investigation only if the Reporting Party agrees to the Responding Party being informed of the report, including the identity of the Reporting Party. Any disciplinary action against a Responding Party will only be considered following the outcome of an investigation that indicates that disciplinary action is required.

[Anonymous Reporting Form](#)

Guidance and Glossary of Terms

1. Reporting Party:
The individual who was the subject of the harassment, bullying and/or sexual misconduct and has chosen to formally report the matter to the College. After the form is submitted, the following information will be redacted so that the Responding Party does not receive your contact information:
 - Your email address
 - Phone number
 - Course
2. Responding Party:
The individual who is alleged by the Reporting Party to have committed the harassment, bullying and/or sexual misconduct. If there is more than one Responding Party for the same incident, please note that in the Incident Information section.

3. Incident Information:

Please use this section to provide a detailed description of what happened. The more information you include here, the fewer follow-up questions the investigators may need to ask during the investigation. If there is more than one incident involving the same Responding Party, please make sure to indicate this within your description. If there were any witnesses who have relevant knowledge of the incident(s), you may wish to include their details for the investigation. Please note that witnesses must consent to participate in the investigation in order to be involved.

4. Supporting Documentation:

Please provide any supporting documentation that may help clarify or strengthen your report, if you feel comfortable doing so. Such evidence can be valuable in providing additional context and details to assist the investigation. Supporting documentation may include, but is not limited to:

- Photos
- Videos
- Emails
- text messages, and/or
- screenshots of online material.

If you choose to submit supporting documentation, please be aware that it will be shared with the Responding Party when they are informed of the report and receive a redacted copy of this form

5. Outcome:

In this section, please describe what actions you desire to be taken from this process. This may include requests for information on specialist support, a disciplinary response, and/or no contact arrangements/orders. If you are not sure what outcome you want, you can leave this blank.

How to submit this form:

Please submit this form by email to the Head of Academic and Student Services – Ben de Witt (ben.dewitt@westdean.ac.uk).

What happens next?

The College will consider any necessary precautionary measures to support you, the Responding Party, and others involved during the investigation. These measures will be considered in a non-judgmental manner.

You will be invited to attend a meeting with the investigator. You may be accompanied by a member of the College community, such as a staff member, Student Association representative, or fellow student, or by someone external, such as a family member, friend, or a representative from a specialist external agency.

The Responding Party will receive written notification of the report made against them, be informed about the process, and be invited to attend a meeting with the investigator. During this meeting, the procedure will be explained, and the details of the report will be outlined. The Responding Party will be given a full and fair opportunity to respond and present their version of events.

The Reporting party will be notified of the outcome of the investigation.

Reporting Party	
Name	
Email address	
Contact number	
Gender	
School / Course	
Responding Party	
Name	
Gender (as you perceive it)	
Relationship to Reporting Party <i>for example; friend, peer/fellow student, stranger, colleague etc.)</i>	
Affiliation with West Dean College <i>(for example; student, staff, if known)</i>	
School / Course (if known/applicable)	
Incident Information	
Date and Time of Incident	
Please provide a description of the incident. Please use further sheets if necessary.	

Please provide details of any witnesses to the incident. <i>Please ensure you have consent from the witness before including their contact information.</i>		
Have you told anyone about this incident?		Yes
		No
		If yes, who?
Have you notified the police?		Yes
		No
		I am undecided or would like more information on this option
Supporting Documentation		
Are you submitting any supporting documentation?		Yes
		No
Outcome		
What actions do you desire from this process?		

Signature	
Date	