

Student Conduct Concerns Reporting Form

This form is designed for use with the Student Conduct & Discipline Policy and Procedure. The Policy can be accessed [here](#).

You have chosen to report an incident and speak confidentially to a member of the Student Conduct, Complaints and Compliance Team. The information you provide will only be used for someone to contact you to discuss your concerns and does not initiate a formal process at this stage. Any information will remain confidential unless we believe there is a serious threat to a person's safety. By speaking to a member of the team you will be informed of the steps available that the University can take and you will be advised on our process and procedure for dealing with conduct concerns, enabling you to make an informed decision about how to proceed.

Other ways to report your concerns are:

- Through our online reporting tool report & support which can be accessed [here](#).
- By contacting the Advice and Guidance by emailing advice@liverpool.ac.uk. Further details regarding the advice and support which can be provided by the University of Liverpool can be found on <https://www.liverpool.ac.uk/studentsupport/advice/>.
- You may also wish to obtain independent advice from the Liverpool Guild of Students Advice Service who can be contacted via guildadvice@liverpool.ac.uk.

If you are in an emergency situation and you are not in a safe place, feel at risk or have any injuries that require urgent support please call emergency services on 999. If you need support out of hours and are on campus, you can contact Campus Support on 0151 794 2222.

Your contact information (if you wish to remain anonymous, please use the report and support reporting tool instead of this form which can be accessed here)	
First name	
Family name	
Student ID Number	
Contact Telephone Number	
Email address (this should be your University email address unless this is not currently active)	
Faculty	
School/Department	

How would you like to be contacted?	This incident happened to
<input type="radio"/> E-mail <input type="radio"/> Phone	<input type="radio"/> Me <input type="radio"/> Someone else

We know this can be a difficult time but the more information you provide the more we can support you and others in our university community. When providing this information some of the things to think about could include, who was involved and when and where the incident happened. You may also want to include whether you have told anyone else about the incident including friends, staff in the university or the police. It really helps us to have some information prior to speaking to you but if you're unable to put into words what has happened but would like to discuss this with someone, please just write "Please contact to discuss" in the text box below:

Which of the following best describes the situation your report relates to?

The definitions provided are for illustrative purposes only and are not a definitive list. If you are unsure, please tick 'other'

- Bullying**
Offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened
- Discrimination**
Unlawful discrimination means treating someone or a group of people badly, or less favourably than others, on the basis of certain personal attributes based on one of the nine protected characteristics in the Equality Act (2010). These are age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief) and sexual orientation.
- Domestic Abuse**
Domestic abuse is an incident or pattern of behaviour of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence. It can happen at any point in a relationship, including after you have split up
- Harassment**
Unwanted physical, verbal or non-verbal conduct which may intentionally or unintentionally violate a person's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individual's learning, working or social environment
- Hate crime**
A hate crime is when someone commits a crime against you because of your race, religion, disability, gender identity, sexual orientation or any other perceived difference. A hate crime doesn't have to include physical violence, it can include offensive language, someone harassing you because of who you are, or who they think you are and/or posting abusive or offensive messages about you online
- Physical assault**
When an individual or group attacks a person physically, with or without the use of a weapon, or threatens to hurt that person. It can include pushing, punching, kicking, using weapons or physically restraining another person
- Sexual harassment**
Sexual harassment is unwanted and unwelcome words, conduct or behaviour of a sexual nature that has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient. It can include sexual jokes or comments both in person or online, via text or physical contact such as unwelcome sexual advances or touching
- Sexual violence**
Sexual violence is defined as a sexual act committed against someone without that person's freely given consent, this includes completed or attempted acts and those that relate to alcohol/drug facilitated acts. There are many different kinds of sexual violence that exist including but not limited to rape, sexual assault and sexual harassment. Sexual violence can be psychological and/or physical
- Victimisation**
When you experience negative or detrimental treatment because you have done something that you are legally entitled to do, including making a complaint or acting as a witness

None of the above

Other

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

No

Yes, they are a student

Yes, they are a member of staff

Yes, but they are none of the above

Signed:

Date:

Please send your completed form to studentconduct@liverpool.ac.uk and someone will be in contact with you within 3 working days

The following monitoring information is for data collection purposes only. It will be completely anonymised. These questions help us to understand what is happening across our university community. This data can help us to prevent similar incidents from happening again, inform prevention actions, let us know what is going wrong and how we can improve. It will also allow us to better support students and staff in the future.

How old are you?

- Under 18
- 18-21 years
- 22-25 years
- 26-35 years
- 36-45 years
- 46-55 years
- 56 years and over
- Prefer not to say

Do you have a disability? (tick all that apply)

The Equality Act 2010 describes a disabled person as: "...anyone who has a physical, sensory or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities."

- No
- A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- Deaf or have a hearing impairment
- An impairment, health condition or learning difference that is not listed
- A mental health difficulty, such as depression, schizophrenia or anxiety disorder
- A social/communication impairment such as a speech and language impairment or Asperger's syndrome/other autistic spectrum disorder
- Blind or have a visual impairment uncorrected by glasses
- Prefer not to say

What is your ethnic group?

- Asian or Asian British (Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani)
- Black, African, Black British or Caribbean (Includes any Black background)
- Mixed or multiple ethnic groups (Includes any Mixed background)
- White (Includes any White background)
- Another ethnic group (Includes any other ethnic group, for example, Arab)
- Prefer not to say

I identify as

- Man
- Woman
- Transgender
- Transgender woman
- Transgender man
- Non-binary
- Gender-fluid
- Other
- Prefer not to say

My religious belief is

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Spiritual
- Agnostic
- Other
- No religion
- Prefer not to say

What sexuality do you identify as?

- Asexual
- Bisexual man
- Bisexual woman
- Gay woman (lesbian, homosexual)
- Gay man (homosexual)
- Heterosexual man
- Heterosexual woman
- Pansexual
- Other
- Prefer not to say