
Responding to disclosures of sexual assault, harassment and hate crime

**Guidance for staff: supporting
you to support students**

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The University of Liverpool is committed to providing a safe environment for our students, and to responding appropriately to any incidents. This guidance has been produced to support front line staff to whom students may report an incident of sexual assault, harassment or hate crime. It gives guidance on how to provide a safe space for the student and the opportunity for them to make an informed choice about what action to choose to take.

Student Welfare Advice and Guidance are here to support you to respond well, should a student disclose an incident to you. We don't expect you to provide expert advice or long-term support to a student: we can arrange this for the student. What we need from you is to provide a safe, non-judgemental space for the student to talk, signpost them to support, and provide key details of the incident to us.

Confidentiality

All disclosures should normally be treated as confidential, with the exception of where there is immediate risk.

Reporting to the Police

- As a matter of course, staff should not go against the student's wishes and report the incident to the Police without their consent.
- Only in cases where there is an immediate and serious risk to the safety of others (e.g. the assailant is still in the vicinity) should the Police be informed before discussing this with the student and obtaining their consent.
- If you are unsure whether there is sufficient risk to warrant reporting the incident to the Police without the student's consent, you should seek advice from Student Welfare Advice and Guidance (0151 794 5863). Please note this number is for reception: reception staff will be able to put you in touch with the correct person.

Reporting to Student Welfare Advice and Guidance

- Student Welfare Advice and Guidance must be informed immediately in cases of recent assault, and within one working day if the alleged perpetrator of any incident is a student or member of staff.
- You do not need the student's consent to inform Student Welfare Advice and Guidance in these circumstances.
- Disclosures of incidents perpetrated by someone external to the University, or historical disclosures, require limited information to be shared with Student Welfare Advice and Guidance for reporting purposes.
- It is important to ensure that any record you make is accurate and reports facts only.
- Ensure that the student is aware that you will share the information with Student Welfare Advice and Guidance: see page 15 for guidance on the information that they will receive.
- The student must consent to you sharing the information with any staff other than Student Welfare Advice and Guidance; you should not discuss the incident with colleagues without the consent of the student.

You should not discuss the incident with any person not named in this document without the student's consent, including the student's parents.

Responding to disclosures of sexual assault, harassment and hate crime:
Guide for staff

You should not discuss the incident with any person not named in this document without the student's consent, including the student's parents.

<p>A sexual assault, physical assault or hate crime has just taken place and the assailant poses immediate risk:</p> <p>immediate response required</p> <p>On campus, including within University accommodation: Call Campus Support on 0151 794 2222 and ask them to call the police.</p> <p>Off campus: Call 999</p> <p>Overseas: Tell the student to call local emergency services, and ask them to contact the University again when they are safe.</p> <p>Call Student Welfare Advice and Guidance IMMEDIATELY after speaking to the police (0151 794 5863). Out of hours, contact 0151 794 2222 and speak to the on-call member of SEE staff.</p> <p>See page 6 for guidance</p>	<p>A student reports being sexually assaulted in the last seven days</p> <p>Create a safe environment for the student to talk. Make brief notes. Do not begin to investigate the incident.</p> <p>Advise the student that Safe Place, the local sexual assault referral centre, can give specialist advice. See page 3 for guidance.</p> <p>If the student wishes, contact Safe Place directly (0151 295 3550).</p> <p>Advise the student that limited information will be passed to Student Welfare Advice and Guidance and that they are available to offer further support (see page 11 for guidance).</p> <p>Call Student Welfare Advice and Guidance IMMEDIATELY after receiving the disclosure (0151 794 5863). Out of hours, wait until the next working day to call.</p> <p>See page 7 for guidance</p>	<p>A student reports sexual assault / sexual misconduct / harassment / hate crime whilst a student by another UoL student/ staff member</p> <p>Create a safe environment for the student to talk. Make brief notes. Do not begin to investigate the incident.</p> <p>Advise the student that limited information will be passed to Student Welfare Advice and Guidance and that they are available to offer further support (see page 15 for guidance).</p> <p>If the allegation is against a member of staff, Student Welfare Advice and Guidance will escalate to the Director of Student Administration and Support to liaise with HR.</p> <p>Report key details to Student Welfare Advice and Guidance within 1 working day, either by phone (0151 794 5863) or email (advice@liverpool.ac.uk)</p> <p>See page 9 for guidance</p>	<p>A student reports sexual assault / sexual misconduct / harassment / hate crime whilst a student by someone outside UoL</p> <p>Create a safe environment for the student to talk. Make brief notes. Do not begin to investigate the incident.</p> <p>Advise the student that limited information will be passed to Student Welfare Advice and Guidance and that they are available to offer further support (see page 15 for guidance).</p> <p>Report key details to Student Welfare Advice and Guidance within 3 working days, either by phone (0151 794 5863) or email (advice@liverpool.ac.uk)</p> <p>See page 11 for guidance</p>	<p>A student reports historical assault/ harassment / hate crime (before they were a UoL student)</p> <p>Create a safe environment for the student to talk. Make brief notes. Do not begin to investigate the incident.</p> <p>Identify whether any others, particularly children, are at risk (for example younger siblings). Report to Safeguarding Coordinator if risk found.</p> <p>Advise the student that the University Counselling Service may be able to offer support. Give them contact details: 0151 794 3304 counserv@liverpool.ac.uk</p> <p>Report key details to Student Welfare Advice and Guidance within 3 working days, either by phone (0151 794 5863) or email (advice@liverpool.ac.uk)</p> <p>See page 13 for guidance</p>
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2

A sexual assault, physical assault or hate crime has just taken place and the assailant poses an immediate risk

If a student presents in distress following a very recent reported incident of sexual violence, it is important immediately to identify whether the alleged assailant is still in the vicinity and an imminent risk to either the student or to others, and whether the student has any injury serious enough to require immediate medical attention.

If the assailant is still in the vicinity and an imminent risk to others, and you consider the situation to be an emergency:

- On campus, including in University accommodation: **Contact Campus Support on 2222** and ask them to call the Police. If the student has any serious injury, also ask them to call an ambulance. *We ask that you contact Campus Support to allow them to arrange access to appropriate buildings on campus for emergency services vehicles and staff.*
- Off campus: **Call the Police on 999**. If the student has any serious injury, call an ambulance on 999. The operator will ask for your name, address and details of what has happened, so they can make an appropriate response.

You do not need the student's consent in these exceptionally risky circumstances, but you should inform them that you are required to contact emergency services due to the immediate risk posed by the assailant.

Call our reception desk (0151 794 5863) IMMEDIATELY after speaking with the police: reception staff will be able to put you in contact with the appropriate person. Out of office hours, please contact Campus Support (0151 794 2222) who will put you through to the relevant out of hours contact. See page 15 for guidance on the information that Student Welfare Advice and Guidance will need from you.

If a student is overseas

If a student discloses that they are at immediate risk whilst abroad, advise them to **contact local emergency services immediately**, and to contact the University again as soon as they are safe. If the student is undertaking a placement with an external organisation, you may wish to arrange contact with this organisation if appropriate; please seek advice from Student Welfare Advice and Guidance before doing so in order to preserve confidentiality. You should inform Student Welfare Advice and Guidance immediately during office hours, or as soon as possible the next working day.

Student Welfare Advice and Guidance will require the following information in these cases:

- **Student's name, and student number if you have it**
- **Time and date of incident**
- **Name of assailant if known, and whether they are a UoL student or member of staff**
- **Brief description of the incident**

3

A student reports being sexually assaulted in the last seven days

If a student reports being recently sexually assaulted and there is no immediate risk, what they need from you is a safe, non-judgemental space to talk, and accurate signposting to specialist advice and support. There are also certain key concerns of which they should be aware regarding the preservation of forensic evidence, which specialist services can advise on.

1. Create a safe environment for the student to talk.

- If the situation is not an emergency requiring the immediate attention of either the Police or an ambulance, invite the student to a warm, quiet area where you will not be overheard or interrupted.
- If you are alone with a student who is distressed and possibly feeling vulnerable, it is best to inform a colleague what you are doing. If you are at all unhappy about dealing with the incident, remain with the student until alternative support can be found.
- Check if the student would prefer to talk to someone of a different gender.
- If the student is accompanied, check that this person's presence is welcomed and if not, tactfully explain that you think it best that they leave to allow the student time to regain some privacy.
- If the student is not accompanied, check whether they would like to contact someone to accompany them and provide support.
- Remember – at all times - ask the student what they want to do. Do not make assumptions and, as far as is possible, do not act without their consent.
- Allow time to talk. Do not anticipate what this incident is about, and do not question the student's account. Each person's experience of sexual violence will differ as will the effect that it has. Some individuals may appear calm despite a serious assault. Your role is to provide immediate, non-judgmental, safety and support.

- The Police advise that any questioning should stop as soon as a student says that they wish to report the incident to the Police. It is important that they are called as soon as possible after this decision is made.

2. Make brief, factual notes, and inform the student that you will need to pass this information to Student Welfare Advice and Guidance for reporting purposes and follow-up specialist support.

- Focus on what is being said not on what you are going to say or do. Do not lead the conversation by asking questions: you are not investigating or gathering evidence.
- Do not make assumptions about what the student wants, feels or felt. If you allow your own feelings and reactions to surface, this might discourage the student from feeling that it is acceptable to speak about how they actually feel about the experience. You should always accept what the student says regardless of any private reservations you may have.
- Make a note of the student's name, alleged assailant's name if known, time and date of incident only. In addition, you may want to record what help/support you offered the student. If you write anything down, it must be brief and factual without recording opinions. Any notes taken by a "first responder" are known as a "first report" and can be used by the Police or in court. Memories of an incident may be fragmented at this stage and you may unwittingly reinterpret what is said to you.
- You can show the student anything you write down and ask them to confirm what you have written by signing it. This is not required, but you should indicate to the student that you are taking notes.

3. Advise the student that Safe Place, the local sexual assault referral centre, can offer specialist advice.

- Safe Place will offer immediate support and the option of preserving forensic evidence whilst the student decides what they want to do next. There is no obligation to go to the Police and Safe Place will not report the incident to the Police without the student's consent. If the student does wish to report the incident to the Police, Safe Place can support them to do so.
- Safe Place will also develop a care plan for the student, which could include medical referrals or the option to see an Independent Sexual Violence Adviser (ISVA). ISVAs offer specialist advice and support, including:
- Giving advice on the options available to the student
- Supporting the student whilst making any statements to the Police, if they decide to report the assault
- Keeping them up to date with any court case
- Helping them access counselling
- Putting the student in touch with other agencies who may be able to help them
- If the student consents, call Safe Place directly on **0151 295 3550**. Otherwise, give the student the Safe Place contact number, and let them know that they can find out more about Safe Place on their website: <http://www.safeplacemerseyside.org.uk/>

4. If the student does not wish to speak to Safe Place, advise them that they can seek further support from Student Welfare Advice and Guidance

- Student Welfare Advice and Guidance offer practical and pastoral support for students. If the student consents to a referral, call Student Welfare Advice and Guidance immediately on **0151 794 5863**. You may wish to accompany the student to the Alsop Building on University Square, where Student Welfare Advice and Guidance are based.
- Give them the Student Welfare Advice and Guidance contact details:
0151 794 5863
advice@liverpool.ac.uk
Alsop Building, Brownlow Hill, Liverpool L3 5TX (building 750 on the campus map)

5. You must inform Student Welfare Advice and Guidance even if the student does not consent to this.

If the student does not consent, you should ensure that you explain clearly to them that you are still required to pass the information on to Student Welfare Advice and Guidance. Call reception (0151 794 5863) IMMEDIATELY after speaking with Safe Place, whilst the student is still with you if they consent, or after the student has left and reception staff will put you through to the most appropriate contact. See page 15 for the information that we need.

- You do not need the student's consent to inform Student Welfare Advice and Guidance, but if the student has a good reason for not informing the Student Welfare Advice and Guidance team (e.g. they or the alleged perpetrator are related to a member of the team), you should contact the Director of Student Administration and Support for guidance.

If the student identifies that they have been assaulted by another UoL student or a member of staff, you **must** ensure that Student Welfare Advice and Guidance are notified of this so that risk assessment processes can begin. See page 9 for information about assaults committed by staff or students.

Student Welfare Advice and Guidance will require the following information in these cases:

- **Student's name, and student number if you have it**
- **Time and date of incident**
- **Name of assailant if known, and whether they are a UoL student or member of staff**
- **Brief description of the incident**

4

A student reports sexual assault / sexual misconduct / physical assault / harassment / hate crime, committed whilst they were a student, by another UoL student or a member of staff

If an assault, harassment or hate crime has been committed by a member of the University community, it is important that the University acts quickly to assess the risk posed by the situation. The primary focus at this time is to signpost the student to appropriate support, and inform Student Welfare Advice and Guidance so that risk assessment can commence.

1. Create a safe environment for the student to talk.

- If the situation is not an emergency requiring the immediate attention of either the Police or an ambulance, invite the student to a warm, quiet area where you will not be overheard or interrupted.
- If you are alone with a student who is distressed and possibly feeling vulnerable, it is best to inform a colleague what you are doing. If you are at all unhappy about dealing with the incident, remain with the student until alternative support can be found.
- Check if the student would prefer to talk to someone of a different gender.
- If the student is accompanied, check that this person's presence is welcomed and if not, tactfully explain that you think it best that they leave to allow the student time to regain some privacy.
- If the student is not accompanied, check whether they would like to contact someone to accompany them and provide support.
- Remember – at all times - ask the student what they want to do. Do not make assumptions and, as far as is possible, do not act without their consent.
- Allow time to talk. Do not anticipate what this incident is about, and do not question the student's account. Each person's experience

of sexual violence will differ as will the effect that it has. Some individuals may appear calm despite a serious assault. Your role is to provide immediate, non-judgmental, safety and support.

- The Police advise that any questioning should stop as soon as a student says that they wish to report the incident to the Police. It is important that they are called as soon as possible after this decision is made.

2. Make brief, factual notes, and inform the student that you will need to pass this information to Student Welfare Advice and Guidance for reporting and risk assessment purposes, as well as follow-up specialist support.

- Focus on what is being said not on what you are going to say or do. Do not lead the conversation by asking questions: you are not investigating or gathering evidence.
- Do not make assumptions about what the student wants, feels or felt. If you allow your own feelings and reactions to surface, this might discourage the student from feeling that it is acceptable to speak about how they actually feel about the experience. You should always accept what the student says regardless of any private reservations you may have.
- Make a note of the student's name, alleged assailant's name if known, time and date of incident only. In addition, you may want to record what help/support you offered the student. If you write anything down, it must be brief and factual without recording opinions. Any notes taken by a "first responder" are known as a "first report" and can be used by the Police or in court. Memories of an incident may be fragmented at this stage and you may unwittingly reinterpret what is said to you.

- You can show the student anything you write down and ask them to confirm what you have written by signing it. This is not required, but you should indicate to the student that you are taking notes.

3. Advise the student that you must inform Student Welfare Advice and Guidance, even if the student does not consent to this, to ensure that risk assessment processes can commence.

If the student does not consent, you should ensure that you explain clearly to them that you are still required to pass the information on to Student Welfare Advice and Guidance. See page 15 for details of the information that needs to be shared.

- You do not need the student's consent to inform Student Welfare Advice and Guidance, but if the student has a good reason for not informing the Student Welfare Advice and Guidance team (e.g. the reporting student or the alleged perpetrator is related to a member of the team), you should contact the Director of Student Administration and Support for guidance.
- Student Welfare Advice and Guidance offer practical and pastoral support for students. Call reception immediately on **0151 794 5863** and reception staff will put you through to the most appropriate person. You may wish to accompany the student to the Alsop Building on University Square, where Student Welfare Advice and Guidance are based.
- If the alleged perpetrator is a student, the University can pursue disciplinary action against them. If the student wishes to complain about the conduct of another student, Student Welfare Advice and Guidance can advise on the process. The student may also wish to seek independent advice from the Guild of Students (0151 794 6868 / guildadvice@liverpool.ac.uk).
- If the alleged perpetrator is a member of staff, the matter will be dealt with by the Director of Student Administration and Support in liaison with the Director of HR. Students can get advice on the process from Student Welfare Advice and Guidance or the Guild of Students Advice Service.
- Give them the Advice and Guidance contact details:

0151 794 5863

advice@liverpool.ac.uk

Alsop Building, Brownlow Hill, Liverpool L3 5TX (building 750 on the campus map)

4. Report key details to Student Welfare Advice and Guidance within one working day, either by phone (reception: 0151 794 5863). See page 11 for details of the information that needs to be shared.

- If the alleged perpetrator is another student, Student Welfare Advice and Guidance will contact the Director of Student Administration and Support to set up a Risk Assessment Panel under Appendix H to the Policy on Student Conduct and Discipline. The risk assessment panel will determine any precautionary measures that need to be put in place to ensure the safety of the reporting student, and other students and staff. If the reporting student wishes to lodge a complaint about another student's conduct, the University may initiate disciplinary proceedings against the student. The University may decide to initiate disciplinary proceedings against the student without a complaint from the reporting student, if there is sufficient evidence to bring a case to the Board of Discipline.
- If the alleged perpetrator is a member of staff, Student Welfare Advice and Guidance will escalate the incident to the Director of Student Administration and Support, who will liaise with the Director of HR to convene a Risk Assessment Panel. If the reporting student wishes to lodge a complaint about a member of staff's conduct, the University may initiate disciplinary proceedings against the member of staff.

Student Welfare Advice and Guidance will require the following information in these cases:

- **Student's name, and student number if you have it**
- **Time and date of incident**
- **Name of assailant if known, and whether they are a UoL student or member of staff**
- **Brief description of the incident**



A student reports sexual assault / sexual misconduct / physical assault / harassment / hate crime, committed whilst they were a student, by someone outside UoL

In the case of a student reporting an incident committed by someone external to the University, the priority is signposting the student to appropriate advice and support. Student Welfare Advice and Guidance should also be informed, anonymously if the student does not wish to seek support, as it is important that we maintain a full picture of the prevalence of sexual misconduct against our students.

1. Create a safe environment for the student to talk.

- If the situation is not an emergency requiring the immediate attention of either the Police or an ambulance, invite the student to a warm, quiet area where you will not be overheard or interrupted.
- If you are alone with a student who is distressed and possibly feeling vulnerable, it is best to inform a colleague what you are doing. If you are at all unhappy about dealing with the incident, remain with the student until alternative support can be found.
- Check if the student would prefer to talk to someone of a different gender.
- If the student is accompanied, check that this person's presence is welcomed and if not, tactfully explain that you think it best that they leave to allow the student time to regain some privacy.
- If the student is not accompanied, check whether they would like to contact someone to accompany them and provide support.
- Remember – at all times - ask the student what they want to do. Do not make assumptions and, as far as is possible, do not act without their consent.
- Allow time to talk. Do not anticipate what this

incident is about, and do not question the student's account. Each person's experience of trauma will differ as will the effect that it has. Some individuals may appear calm despite a serious assault. Your role is to provide immediate, non-judgmental, safety and support.

- The Police advise that any questioning should stop as soon as a student says that they wish to report the incident to the Police. It is important that they are called as soon as possible after this decision is made.

2. Make brief, factual notes.

- Focus on what is being said not on what you are going to say or do. Do not lead the conversation by asking questions: you are not investigating or gathering evidence.
- Do not make assumptions about what the student wants, feels or felt. If you allow your own feelings and reactions to surface, this might discourage the student from feeling that it is acceptable to speak about how they actually feel about the experience. You should always accept what the student says regardless of any private reservations you may have.
- Make a note of the student's name, alleged assailant's name if known, time and date of incident only. In addition, you may want to record what help/support you offered the student. If you write anything down, it must be brief and factual without recording opinions. Any notes taken by a "first responder" are known as a "first report" and can be used by the Police or in court. Memories of an incident may be fragmented at this stage and you may unwittingly reinterpret what is said to you.

- You can show the student anything you write down and ask them to confirm what you have written by signing it. This is not required, but you should indicate to the student that you are taking notes.

3. Advise the student that limited information will be passed to Student Welfare Advice and Guidance: this will be anonymous unless they consent to a referral. The reason why this information needs to be shared is that it is important that the University maintains a full picture of the prevalence of sexual misconduct against our students. See page 15 for details of the information that needs to be shared.

- Student Welfare Advice and Guidance offer practical and pastoral support for students. If the student consents to a referral, call Student Welfare Advice and Guidance immediately on 0151 794 5863. You may wish to accompany the student to the Alsop Building on University Square, where Student Welfare Advice and Guidance are based.

- If the student does not consent to a referral, give them the Student Welfare Advice and Guidance contact details for if they change their mind.

0151 794 5863

advice@liverpool.ac.uk

Alsop Building, Brownlow Hill, Liverpool L3 5TX (building 750 on the campus map)

- Signpost the student to the Safe and Welcoming Campus Environment web hub, which gives details of external support available, should the student choose to access this instead: <https://www.liverpool.ac.uk/studentsupport/sexualassault>

4. Report key details to Student Welfare Advice and Guidance within three working days, by phone (reception: 0151 794 5863). See page 15 for details of the information that needs to be shared.

Limited information to pass to Student Welfare Advice and Guidance:

- Type of incident
- Approximate date and time
- Brief description of the incident



A student reports historical assault / harassment / hate crime, committed before they were a UoL student

A student may report an incident that occurred a long time ago, when they were a child, or before they became a UoL student. The priority in this case is to allow the student to talk. Listen and be empathetic, and advise them on where they can seek further support.

1. Create a safe environment for the student to talk.

- Invite the student to a warm, quiet area where you will not be overheard or interrupted.
- If you are alone with a student who is distressed and possibly feeling vulnerable, it is best to inform a colleague what you are doing. If you are at all unhappy about dealing with the incident, remain with the student until alternative support can be found.
- Check if the student would prefer to talk to someone of a different gender.
- If the student is accompanied, check that this person's presence is welcomed and if not, tactfully explain that you think it best that they leave to allow the student time to regain some privacy.
- If the student is not accompanied, check whether they would like to contact someone to accompany them and provide support.
- Remember – at all times - ask the student what they want to do. Do not make assumptions and, as far as is possible, do not act without their consent.
- Allow time to talk. Do not anticipate what this incident is about, and do not question the student's account. Each person's experience of trauma will differ as will the effect that it has. Your role is to provide immediate, non-judgmental, safety and support.
- The Police advise that any questioning should stop as soon as a student says that they wish to report the incident to the Police. It is important that they are called as soon as possible after this decision is made.

2. Make brief, factual notes.

- Focus on what is being said not on what you are going to say or do. Do not lead the conversation by asking questions: you are not investigating or gathering evidence.
- Do not make assumptions about what the student wants, feels or felt. If you allow your own feelings and reactions to surface, this might discourage the student from feeling that it is acceptable to speak about how they actually feel about the experience. You should always accept what the student says regardless of any private reservations you may have.
- Make a note of the student's name, alleged assailant's name if known, time and date of incident only. In addition, you may want to record what help/support you offered the student. If you write anything down, it must be brief and factual without recording opinions. Any notes taken by a "first responder" are known as a "first report" and can be used by the Police or in court. Memories of an incident may be fragmented at this stage and you may unwittingly reinterpret what is said to you.
- You can show the student anything you write down and ask them to confirm what you have written by signing it. This is not required, but you should indicate to the student that you are taking notes.

3. Identify whether any others (particularly children) are at risk.

- Disclosures of historical child abuse may raise concerns that other children or young people may be at risk (e.g. younger siblings, where the abuser is a parent or guardian; or where the alleged perpetrator works with children). If the student has provided sufficient information to identify the alleged perpetrator, the University may have an obligation to share this information with the relevant authorities. Advice about appropriate action should be sought from the Safeguarding Coordinator

(the Director of Student Administration and Support).

- If an allegation of historical abuse does not raise concerns that other children or young people may be at risk the individual may still wish to report the abuse. The Safeguarding Coordinator can provide advice about how to do this.

4. Advise the student that the University Counselling Service may be able to offer support.

- Counselling offers an opportunity to think and talk about your concerns, through dialogue with a trained counsellor. In time this exploration may help you develop an increased knowledge of yourself whilst helping you to locate appropriate coping mechanisms and possible changes in your behaviour. The Counselling Service is here to help you to look at problems of a personal and emotional nature so that you can begin to explore your alternatives.
- Give the student the contact details of the Counselling Service:
0151 794 3304
counserv@liverpool.ac.uk
14 Oxford Street, Liverpool L69 7WX (building 436 on the campus map)
- Signpost the student to the Safe and Welcoming Campus Environment web hub, which gives details of external support available, should the student choose to access this instead: <https://www.liverpool.ac.uk/studentsupport/sexualassault>

- 5. Advise the student that limited information will be passed to Student Welfare Advice and Guidance: this will be anonymous unless they consent to a referral. The reason why this information needs to be shared is that it is important that the University maintains a full picture of the prevalence of sexual misconduct against our students. See page 15 for details of the information that needs to be shared.

- 6. Report key details to Student Welfare Advice and Guidance within three working days, by phone (0151 794 5863). See page 15 for details of the information that needs to be shared. If you have identified that others are at risk, particularly children, you should contact the Safeguarding Coordinator (Director of Student Administration and Support) immediately (0151 794 2039).

Limited information to pass to Student Welfare Advice and Guidance:

- Type of incident
- Approximate date and time
- Brief description of the incident



Sharing information with Student Welfare Advice and Guidance

Sharing full information, including students' details

You **must** inform the Student Welfare Advice and Guidance team in the following circumstances:

- Immediately following calling the police where there has been a serious incident. If out of hours, you should inform Campus Support on 2222, who will contact the on-call member of SEE staff.
- Immediately, where a student has been sexually assaulted in the past seven days. Out of hours, contact Student Welfare Advice and Guidance the next working day.
- Within one working day, where a student reports an incident committed by another UoL student or a member of staff.

You do not need the student's consent to inform Student Welfare Advice and Guidance in these circumstances, but if the student has a good reason for not informing the Student Welfare Advice and Guidance team (e.g. they or the alleged perpetrator are related to a member of the team), you should contact the Director of Student Administration and Support for guidance.

Student Welfare Advice and Guidance will require the following information in these cases:

- Student's name, and student number if you have it
- Time and date of incident
- Name of assailant if known, and whether they are a UoL student or member of staff
- Brief description of the incident

Sharing limited information (student remains anonymous)

In cases other than those listed above, you should report limited information to Student Welfare Advice and Guidance within 3 working days. If you have the student's consent, you should give the information listed above. If you do not have the student's consent to pass information to Student Welfare Advice and Guidance, you should report the following information via email to advice@liverpool.ac.uk:

- Type of incident
- Approximate date and time
- Brief description of the incident

This information is required for reporting purposes, and to identify patterns of incidents that could pose risks to other students.

Named contacts

Susan Haimes, Head of Student Welfare Advice and Guidance

Shaimes@liverpool.ac.uk

Gemma Paul, Advice and Guidance Team Leader

gempaul@liverpool.ac.uk

0151 794 5863 (Reception)

University Safeguarding Coordinator

Dr Paula Harrison Woods, Director of Student Administration and Support

phwoods@liverpool.ac.uk

0151 794 2039 (PA)



Support for you

Receiving a disclosure of sexual assault can be distressing to you, as well as to the person disclosing, and it is important that you are supported. You can seek confidential advice if you are unsure what to do, by contacting Student Welfare Advice and Guidance (0151 794 5863 / advice@liverpool.ac.uk).

If you are distressed by what has been disclosed to you, you can seek support through the University's Employee Assistance Programme.

The Employee Assistance Programme (EAP) is a confidential counselling and information service available to assist you with personal or work-related problems that may be affecting your health, wellbeing or performance.

Tel: 0800 3 58 48 58

<https://staff.liverpool.ac.uk/our-workplace-and-community/employee-assistance-programme/>

External support

You can contact the Samaritans 24 hours a day, 365 days a year, by phone on 116 123 from any phone, or by email: jo@samaritans.org.

For expert advice on these issues:

Sexual Assault

Safe Place – Sexual Assault Referral Centre. Safe Place provides specialist support for anyone who has been sexually assaulted, recently or in the past. The Centre provides medical examinations and follow-up support; can liaise with the Police if the survivor wishes to; and can arrange further support through Independent Sexual Violence Advisors (see below).

<http://www.safeplacemerseyside.org.uk/home.htm>
0151 295 3550

Sexual Assault and Childhood Sexual Abuse

Rape and Sexual Abuse Support Centre (Cheshire and Merseyside) – offer specialist counselling for survivors and run an information line. The Centre also provides access to Independent Sexual Violence Advisors, who are specially trained to advise and support survivors and act as links to further specialist support.

<http://www.rapecentre.org.uk/index.php>
0330 363 0063

Survivors UK – support for male survivors.

<http://www.survivorsuk.org/>

Helpline: 0845 1221201, Mon, Tues and Thurs 7-10pm

The Trans Survivors Switchboard - a national helpline for trans survivors of sexual violence (including non-binary people & those questioning their gender identity).

<http://www.switchboard.org.uk/projects/trans-survivors-switchboard/>

Helpline: 01273 204050, open Sundays 1-5pm.

Domestic Abuse/physical violence

Galop – for LGBT (lesbian, gay, bisexual and trans) people, experiencing domestic abuse

<http://www.galop.org.uk/domesticabuse/>

Helpline: 0800 999 5428

Email: help@galop.org.uk

National Women's Aid – for women experiencing domestic abuse

<http://www.womensaid.org.uk/>

24 hour free helpline: 0808 2000 247

Men's Advice Line – for men experiencing domestic abuse

www.mensadvice.org.uk

Helpline: 0808 801 0327 (Monday to Friday, 9am-5pm)

Liverpool Domestic Abuse Service - for women and girls experiencing domestic abuse.

<http://liverpooldomesticabuseservice.org.uk/>

Freephone : 0800 084 2744

Rights of Women is a women's voluntary sector organisation which provides free legal advice and information to women affected by sexual violence. They publish a range of free information on areas of sexual violence law to support women through the criminal justice process, including From Report to Court: a handbook for adult survivors of sexual violence.

<http://rightsofwomen.org.uk/>

Revenge porn

The Revenge Porn Helpline - for those who have had sexual media of themselves shared without their consent.

<https://revengepornhelpline.org.uk/>

Helpline: 0345 600 0459, open Mon-Fri, 10am-4pm.

Sexual health clinic

There are a number of sexual health clinics in Liverpool: details can be found at:

<http://www.sexualhealthliverpool.co.uk/>

Stalking

National Stalking Helpline

<http://www.stalkinghelpline.org/>

Freephone: 0808 802 0300 (9.30am-4pm; 1-4pm Wednesday)

Notes



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