



## Version Control Statement

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# Procedure for Reporting and Responding to Incidents of Harassment, Sexual Misconduct and Domestic Abuse

## Introduction

Futureworks is committed to creating a safe and inclusive environment, where all members of our community can feel a sense of belonging, and where everyone can feel safe and supported and can flourish in education, at work and for life.

Futureworks will not tolerate any form of inappropriate or harmful behaviour. Our Student Harassment & Sexual Misconduct Policy and Domestic Abuse Policy for Students set out our expectations in terms of maintaining healthy and respectful relationships and what is defined as unacceptable interpersonal behaviours. This Procedure is designed to support the implementation of those Policies and should be read alongside them. It sets out the pathways for a student to share or report their experience of unacceptable behaviour (harassment, sexual misconduct or domestic abuse) and the process that will be followed.

Futureworks recognizes that for students to share their experience and access support, there must be safety, trust, choice, collaboration and empowerment.

## Terminology

The following terminology is used throughout this Procedure:

**Sharing** – is where a student shares their experience of inappropriate behaviour with a member of Futureworks staff. This is an informal step and is different from ‘Reporting’ because it does not automatically lead to an investigation or a disciplinary process, but it would lead to support being offered.

**Notifying** – is when an individual chooses to inform Futureworks through the Notify function about either their own experience of bullying, harassment or sexual misconduct or about behaviours they have witnessed, been told about or have seen online. This will be followed up by a trained Advisor to ensure the individual knows their options, which could include submitting a formal report. It is different from ‘Reporting’ because it is focussed on support and not a formal report to be considered under Futureworks policies and procedures (unless Futureworks has a safeguarding obligation).



Reporting – is where a student submits a formal report to the Student Services team with the aim of initiating an investigation by Futureworks in line with the process set out in this Procedure. This is a formal step and will normally result in an investigation.

Reporting person or student – is the student(s) who has made a formal report about their experience of unacceptable interpersonal behaviour.

Responding person - is the person(s) whose behaviour is alleged to have been an act of unacceptable interpersonal behaviour as defined by the relevant Futureworks Policy.

## **Scope**

This Procedure applies to Futureworks students registered on any of our programmes, who have experienced unacceptable interpersonal behaviour in the form of harassment, sexual misconduct or domestic abuse. It applies to all current or former students and apprentices at any stage of study.

This Procedure may be invoked wherever the experience occurred, whether it was on Futureworks premises or elsewhere including any field trip, workplace or halls of residence. It is recognised that harassment, sexual misconduct and domestic abuse can also occur online and through social media.

This Procedure is designed to implement Futureworks Policies on Harassment & Sexual Misconduct and Domestic Abuse and may lead to action under the Student Disciplinary Procedure, the [Student Complaints Process](#) or the Staff Disciplinary Procedure.

Where the responding person is a Futureworks student, the matter will normally be progressed in line with the Student Disciplinary Procedure described in the Regulations for the Conduct of Students.

Where the responding person is a member of Futureworks staff, a person whose services have been contracted by or a visitor to Futureworks, the report will be progressed in line with the Student Complaints Process in consultation with the Vice Principal's Office.

Learners who are enrolled on degree apprenticeships at Futureworks who have experienced unacceptable behaviour in the workplace can share their experience with Student Services for the purposes of receiving support and advice.

If there is an overlap between this Procedure and other Futureworks procedures; for example, if the responding person is both a student and a member of staff, the Head of Student Services will consult with the Vice Principal to determine which procedure will apply.

## **Responsibilities**

Any member of staff may be approached by a student who wishes to share their experience of unacceptable interpersonal behaviour. Futureworks will provide guidance for all staff which is relevant to their role, to support them to respond in a professional and sensitive manner and ensure the student is referred to Student Services, who will provide information and advice on the reporting pathways.



The Student Services Team is responsible for ensuring that formal reports relating to the unacceptable interpersonal behaviour of students are processed in a timely and fair manner, including any risk assessment, investigation, disciplinary or appeal process.

The Vice Principal's Office will be involved with staff-related reports to ensure that the relevant student and staffing procedures are followed in a coherent manner and that all parties are treated fairly.

The Operations Team, chaired by the Principal, has oversight of this Procedure. Day-to-day responsibility for the management of the process is delegated to the Head of Student Services and Vice Principal respectively.

## **Initial Steps**

A student may choose to share their experience of unacceptable interpersonal behaviour with Futureworks at any time. Futureworks appreciates that this takes courage and will aim to make this as straightforward and supportive as possible. There are many ways in which students can share their experience, including:

- with any member of Futureworks staff; for example, a trusted academic or personal tutor, or a member of the Management Team
- with Student Services, by telephone or email, or in person by visiting the Student Advice Centre
- through the Notify function on the Futureworks website
- through an application for Mitigating Circumstances or an Academic Appeal

Wherever a student shares their experience, they will be referred to Student Services at the earliest opportunity. Specially trained staff will give the student the information, time and support to decide how they wish to proceed. This will normally involve one or more of the following options:

- to inform Futureworks on an anonymous basis for information only
- to share their experience for the purposes of receiving support
- to refer the matter to the police, with support from Student Services, if requested
- to make a report about the behaviour of a Futureworks student, staff member or contractor, with support from Student Services, if requested

'Notifying' and 'Reporting' are different. If a student notifies Futureworks about their experience of inappropriate behaviour, this will not automatically initiate an investigation, which is a separate process. Futureworks will respect the wishes of the reporting student, unless there are overriding concerns about a risk of harm to the student or others. These will be explained to the student in line with the Privacy Notice for Students.

## **Anonymous Reporting**



Futureworks is committed to dealing with all reports of unacceptable interpersonal behaviour in a supportive and fair manner. It is understood that making a report is not something that every student may wish to do, as it takes time and emotional energy and may involve sharing very sensitive personal information. 'Notify' enables a student to make an anonymous report if they wish.

Where a student chooses not to provide their name or contact details, this may limit Futureworks' ability to take action in response to the report. This is because the principles of natural justice mean that the responding person has the right to know what they are accused of, and knowing the identity of the reporting person is usually a necessary part of that.

Anonymous reports are, however, still a valuable source of information. Futureworks will collate and analyse the information provided in anonymous reports to monitor the prevalence of incidents and will consider what targeted preventative actions might be needed to support and protect the Futureworks community.

Where an anonymous report is made about the behaviour of a Futureworks staff member or student, Futureworks may initiate enquiries if it considers that there is a serious and compelling case which can be corroborated by other sources of evidence. This may involve an informal discussion with the responding person.

## **Support**

Futureworks is committed to providing effective, timely and targeted support for all members of our community affected by these issues. This will include support for their wellbeing and to enable them to participate fairly in the process. Futureworks may put precautionary measures in place following a report of inappropriate behaviour, to protect the interests of all parties throughout the investigation and any criminal or disciplinary proceedings.

Support will be non-judgmental and tailored to the individual, regardless of whether the matter is being dealt with by the police or by Futureworks, and whatever the outcome of the investigation, criminal or disciplinary proceedings. Students will be referred to Student Services, who will provide information and specialist support in terms of their personal wellbeing, safety and academic studies. Trained advisors have experience of supporting complex and sensitive cases including harassment, sexual misconduct and domestic abuse.

The Student Services Team will assist students to access relevant internal and external specialist support as appropriate. This may include a referral to counselling or mental health support or a referral to the Sexual Assault Referral Centre (SARC).

Students will also be offered support to address any impact on their academic studies, including support in applying for Mitigating Circumstances and providing letters of supporting evidence, alternative forms of assessment or applying for an interruption of studies.

Both the reporting and the responding student and any other students involved will be provided with welfare and academic support. A different Advisor will be assigned to support each student to ensure impartiality, and will support each student throughout the process, whether these are internal Futureworks proceedings or external police proceedings.



Both the reporting and responding student and any other students involved may be accompanied at any stage of the process by a person of their choosing for support, who is not involved as a witness in the case. This may be an Advisor from Student Services or an external support worker, such as an Independent Sexual Violence or Domestic Abuse Advisor. It is expected that all parties will respect the nature of Futureworks' internal processes, which are intended to be fair and just, and there is no need for anyone to adopt an adversarial or legalistic stance.

## **Reporting Pathways**

A student may choose to refer an incident of unacceptable interpersonal behaviour to the police or to report it to Futureworks for consideration under its internal procedures. The student will be given advice about the advantages and disadvantages of these options to help them decide on the right course of action for them and will be supported whichever pathway they choose.

The nature and scope of an internal disciplinary process and an external criminal process are fundamentally different. Futureworks cannot make a finding about whether a criminal offence has been committed because it is not empowered to do so. Rather, an internal investigation will aim to establish whether there has been a breach of Futureworks' internal policies and regulations.

Although some allegations under consideration may also amount to criminal offences, Futureworks disciplinary procedures do not operate as a court of law and do not make findings of criminality. Whilst it does not have the same legal or forensic investigatory powers as the police, Futureworks can gather statements from the parties involved and other relevant evidence such as screenshots or CCTV footage. In the criminal process, an allegation must be proven 'beyond reasonable doubt' and the most severe sanction is imprisonment. The Futureworks internal process will apply the civil standard of proof which means that on the 'balance of probabilities' an incident is more likely than not to have happened, and the most severe sanction is expulsion (students) or dismissal (staff) from Futureworks. If a report is considered through the criminal justice system, this does not prevent Futureworks from taking action under its internal procedures, whatever the outcome of the criminal proceedings.

## **Referring to the Police**

If a student wishes to refer an incident of unacceptable interpersonal behaviour to the police, the Futureworks will support them fully. Where a Futureworks student or staff member is being investigated by the police or other external authority, Futureworks will normally put any internal investigation 'on hold', because the criminal process must take priority.

Futureworks can, however, put precautionary measures in place to protect and support all parties whilst the police investigation is underway. This may involve restricting the responding person from having any contact with the other parties or from accessing specific activities. Precautionary measures will be kept under review in the light of any developments in the police investigation. Futureworks will liaise with the police where appropriate, for the purposes of supporting and safeguarding all parties, in line with information sharing protocols and data protection legislation.

Futureworks will review the matter when the criminal process has been concluded, regardless of the outcome, to determine whether a breach of Futureworks' internal policies and regulations has taken place and whether any of the parties involved require support.



If the police decide to take no further action or there is an acquittal at a trial, this does not prevent Futureworks from taking action under its internal disciplinary procedures and it does not suggest that a vexatious or malicious report has been made.

If a member of the Futureworks community is convicted of a criminal offence or accepts a police caution, this will be taken as evidence that the behaviour is proven. The case will be referred to the Head of Student Services in the case of a student, or to the Vice Principal in the case of a staff member, to be considered under the Student or Staff Disciplinary Procedure.

## **Reporting to Futureworks**

A student may choose to make a report to Futureworks about the behaviour of a Futureworks student, a member of staff at Futureworks or someone whose services are contracted by Futureworks. The Student Services Team will then initiate the investigation process set out in this Procedure. Futureworks understands that this takes courage and will aim to make the process as straightforward and supportive as possible. A formal report can be made by contacting the Student Services Team by email or in person.

Alternative reporting options may be used, for example, a student may ask an external third party to submit a report on their behalf, such as an Independent Sexual Violence or Domestic Abuse Advisor. In these circumstances, the Student Services Team will ask the student to confirm that they wish to proceed with the report and for their consent to share information with the third party. Futureworks will wish to hear directly from the student about their experience. However, alternative arrangements may be considered in exceptional circumstances, for example, where the student is deeply affected by trauma, although this may mean that it is difficult to obtain evidence.

## **Timeframes for Reporting**

Students are encouraged to report matters at the earliest opportunity and normally within three months, so that support can be put in place and an investigation carried out whilst evidence is available and matters are fresh in people's minds. Futureworks recognises that there are circumstances which may prevent a student from initially reporting their experience, for example, they may not recognise at the time that the behaviour was inappropriate and/or there may have been an emotional impact for them. Futureworks will exercise discretion in these circumstances to consider reports or complaints received outside the timeframes in the [Student Complaints Process](#). Incidents which have not occurred recently may be considered by Futureworks, although it should be recognised that it may be difficult to properly investigate matters which occurred a long time ago, because the passage of time may lead to difficulties in obtaining evidence.

## **Information Required**

The Student Services Team will require an initial statement from the reporting student, including:

- what happened, when and where
- who was involved
- the impact of the reported behaviour
- details of any witnesses or other evidence such as screenshots



Futureworks will aim to make this as straightforward as possible by providing a standard reporting form or offering the student a meeting either in person or via Teams to provide the information.

The reporting student will be invited to a meeting with a member of the Student Services Team. A member of the Vice Principal's Office may also be present if the responding person is a member of Futureworks staff. The purpose of the meeting will be:

- to confirm the details of the report with the student
- to inform the student what to expect from the formal process, which will normally involve a risk assessment and an investigation which may lead to a disciplinary process
- to check whether the student has immediate concerns which need to be considered at the risk assessment, for example, if the parties are on the same course or in the same accommodation
- to check whether the police have been involved at any stage and, if so, what action has been taken
- to discuss the informal resolution process, if this is something the student wishes to consider and if it is appropriate given the nature of the case
- to explore what the reporting student would wish to see as an outcome of the process and whether that can reasonably be achieved
- to ensure that the student is aware of all the support that is available for them at Futureworks
- to discuss the anticipated timescale and how and when the student will be updated on progress

## **Reports about a Futureworks student**

If the report is about the behaviour of a student, the matter will normally be progressed in line with the Student Disciplinary Procedure.

## **Reports about a Futureworks member of staff**

If the report is about the behaviour of a Futureworks member of staff, the investigation will normally be progressed through the [Student Complaints Process](#). The Vice Principal's Office will be consulted to determine whether and when the Staff Disciplinary Procedure should be invoked.

The meeting will be conducted in a supportive and sensitive manner either in person or via Teams. The reporting student may be accompanied by a friend or an advisor for support. Breaks will be offered, and reasonable adjustments will be made in the light of any inclusivity needs, where required to enable the student to participate fully in the meeting. Futureworks will respect the reporting student's right to choose how they wish to take the matter forward and reports will be treated confidentially as far as possible. If, however, the incident is very serious and, for example the student or someone else is at risk, Futureworks may have a duty to take further action. If this is the case, it will be explained to the student.

A copy of the notes of the meeting and a summary of the alleged behaviour will be shared with the reporting student following the meeting, and they will have the opportunity to make any adjustments. They will be asked for permission to share the summary of the alleged incident with the responding person, to ensure a full and fair enquiry. If the reporting student does not give permission for this to be shared, it may not be possible to proceed with an investigation and this will be explained to the student.



Futureworks will conduct the formal process in a timely manner, and will aim to complete the risk assessment, investigation, any disciplinary hearing and communication of the outcome within a maximum of 60 calendar days. Where this timescale cannot be met for good reason, both parties will be informed of the reason and the revised timescale for completion. Communication will be maintained with all parties throughout the handling of a case. An update on progress will normally be given every two weeks or in the event of any significant development in the case. This may involve sharing information where it is appropriate to do so.

## **Informal Resolution**

The reporting student may choose to report their experience of unacceptable behaviour of another member of Futureworks community with the intention of facilitating an agreement between them to limit all future contact. Informal resolution can only go ahead with the mutual agreement of both parties. The Student Services team member will review the case in consultation with the Vice Principal's Office and the School as necessary, to determine whether informal resolution is appropriate and practicable in all the circumstances of the case. The Student Services team member will facilitate separate meetings with both parties to discuss measures to limit contact between them. These measures will be set out in a No Contact Agreement which both parties will be asked to sign. In these circumstances, no formal finding will be made, although the responding person may also agree to write an apology or participate in an educational activity.

The case may be referred for a formal investigation where one or both parties do not agree on the proposed informal measures, or in the event of a breach of the No Contact Agreement.

## **Risk Assessment**

A Risk Assessment will normally be conducted where a student has made a report to Futureworks of unacceptable behaviour by a Futureworks student or staff member, or where Futureworks has been informed that the police are undertaking an investigation. The purpose of the Risk Assessment will be to protect the interests of all parties whilst an investigation is carried out either by Futureworks or by the police. The Student Services team member will arrange for the Risk Assessment to be carried out within a suitable timeframe. Serious cases will be dealt with as a matter of urgency, whilst other cases will normally be assessed within 5 working days.

The Risk Assessment will consider:

- potential risks and any appropriate and proportionate precautionary measures to mitigate those risks and secure the situation, until the process has been brought to a conclusion;
- any support needs for the reporting and responding persons and any other members of the Futureworks involved, from a safety, wellbeing and academic perspective
- whether the circumstances of the case require a referral to an external agency e.g. the police, the DBS, or LADO
- If the matter is to be dealt with under Futureworks' internal procedures, the Risk Assessment will identify which internal procedure should be invoked. This may be the Student Disciplinary Procedure, the Student Complaints Process or the Staff Disciplinary Procedure.



## **Precautionary Measures**

Futureworks may take precautionary measures, which are intended to secure the safety, wellbeing and academic integrity of all parties involved, whilst the internal or external investigation is carried out. The Risk Assessment will seek to balance the rights of all parties and to minimise the impact for those involved on their life at Futureworks, work and studies, during this period. Precautionary measures are not intended to be punitive and do not indicate that Futureworks has made a finding of wrongdoing.

## **Reports about a Futureworks student**

Where the responding person is a Futureworks student, precautionary measures may include, but are not limited to:

- that the responding student has no contact with the reporting student, either directly or indirectly via any means including social media
- that the responding student can only access buildings or facilities e.g. the Library at specified times
- relocation to alternative accommodation, where possible
- a temporary exclusion from engaging in a Futureworks activity e.g. acting as a Student Partner
- a temporary exclusion from a club or society
- restrictions on engaging with learning activities e.g. that the student can only participate online or via recordings
- an interim suspension from campus
- a full suspension which prohibits the student from entering Futureworks premises or engaging with any Futureworks activity

## **Reports about a Futureworks staff member**

Where the responding person is a member of Futureworks staff, precautionary measures will be decided by the Vice Principal in consultation with their Line Manager. The Risk Assessment will seek to protect students from harm and will support them to continue with their studies, whilst treating the member of staff fairly and in accordance with Futureworks' staffing procedures and employment law.

Precautionary measures may include, but are not limited to:

- that the staff member is not involved in the marking of the student's work
- that the staff member does not act as the student's Personal Tutor or Supervisor
- that the staff member has no contact with the reporting student either directly or indirectly via any means
- that the member of staff is suspended in line with the relevant Futureworks staff procedure
- any other measures that are appropriate and proportionate e.g. withdrawal of access to the student's record

The outcome of the Risk Assessment including any precautionary measures will be reviewed regularly and updated as necessary. A review will take place every 4 weeks or in the light of any developments in the internal or external investigation if this occurs sooner. Where an external police investigation has



concluded, the Head of Student Services and Vice Principal will consult each other to make a decision whether to invoke an internal disciplinary process. Where an internal disciplinary process has been concluded, they will agree what information will be given to the reporting student. The responding person will normally be invited to a meeting with the Head of Student Services in the case of a student, or the Vice Principal in the case of a staff member. If the matter is being investigated by the police, the Student Services will consult with the police regarding contacting the responding person, so as not to compromise the police investigation.

The responding person will be given:

- a written summary of the allegation, which has been confirmed by the reporting student
- details of the precautionary measures that have been agreed as a result of the Risk Assessment
- information about the process and the potential outcomes and what will happen next
- information about pastoral support for their wellbeing and procedural support to enable them to participate fairly in the process

There will be an opportunity for the responding person to ask questions about the process and to make representations about the precautionary measures if they consider that these might have a disproportionate impact on their life at Futureworks, work or studies. The measures will be reviewed in the light of any such representations. It will not be appropriate to discuss the report at this meeting, as there will be an opportunity for this during the investigation.

The Student Services team member will contact the reporting student to inform them of any precautionary measures and any support arrangements that have been put in place to protect and support them, whilst the investigation is carried out.

The Student Services Team will make direct contact with any other students affected by the incident to make them aware of support services, as agreed in the Risk Assessment.

## **Investigation Principles**

Futureworks will appoint one or more Investigating Officers, depending on the nature and complexity of the case. They will normally be designated member(s) of Futureworks staff who have not been involved with the parties or the alleged incident, and who have received training in conducting a trauma-informed investigation. Futureworks may, exceptionally, appoint an external investigating officer where this is determined appropriate in the Risk Assessment. The Student Services Team will support the investigation to advise on process and ensure that a record is taken. Where the responding person is a staff member, a member of the Vice Principal's Office may be consulted and may attend the meetings with the staff member.

The investigation is an evidence-based process and decisions will be made on the balance of probabilities. The purpose of the investigation will be:

- to provide each party with a full and fair opportunity to explain their version of events
- to establish the facts about the circumstances giving rise to the report



The investigation will not consider whether the report is justified, but whether there is evidence that it is more likely than not that a disciplinary offence has occurred. The Investigating Officer(s) will act fairly and gather evidence that supports either side of the matter. All students involved in an investigation will be entitled to be accompanied for support by a friend or advisor who is not involved as a witness in the case. Staff may be accompanied by a colleague or Trade Union representative. The role of the accompanying person will be to provide support. The parties will normally be required to give their own account of events and to respond to questions.

The Investigating Officer will normally:

- meet with the reporting student first to hear their account of events and to identify any witnesses or other evidence which may be relevant to the case
- meet with the responding person who will be asked to give their version of events and comment on the evidence and to identify any witnesses or other evidence which may be relevant to the case
- invite any witness(es) to attend an interview or to provide a written statement. Key witnesses may be required to attend any subsequent disciplinary hearing

All those interviewed will be reminded of the need to maintain confidentiality and will be informed that any evidence they give will normally be shared with both the reporting and the responding persons, in the interest of fairness and natural justice.

The Investigating Officer(s) will determine the scope of the investigation which will be proportionate to the seriousness and complexity of the case. It is likely to explore sensitive issues, including in cases of alleged sexual misconduct, whether consent was given, and the impact on those involved from both a mental and physical health perspective.

The Investigating Officer(s) will provide a safe, comfortable and supportive environment for the reporting and responding persons and any witnesses to discuss their version of events, with opportunities for breaks if required. A welfare check will be conducted at each meeting to ensure that all parties are aware of the support services available for them at Futureworks. Where the Investigating Officer identifies any risk to the health, safety or wellbeing of any party, this will be addressed in line with Futureworks' safeguarding policies and procedures. Reasonable adjustments will be made where appropriate in the light of any inclusivity needs, to ensure that all parties can participate in the investigation.

The Investigating Officer(s) may consult with external parties to obtain specialist advice as required, whilst maintaining confidentiality. If the responding person makes counter allegations, the Investigating Officer(s) will confirm whether they wish for these to be considered formally, in which case they must be submitted in writing with supporting evidence within a reasonable timescale. The Investigating Officer(s) will review any counter allegations and decide whether they can be addressed within the investigation, or whether they are of a serious and/or discreet nature and should be considered under a separate process.



Futureworks will aim to conduct the investigation in a timely manner and normally within 4 weeks, although this period may be adjusted depending on the complexity of the case. The Investigating Officer(s) will draw up a timeline and will inform both the reporting and responding persons of the proposed timescale for the investigation, and any changes will be communicated to both parties, taking due account of confidentiality.

The notes of meetings will be sent to the interviewees within 5 working days of the interview who will have the opportunity to make any comments. Any comments will be incorporated or held alongside the notes.

## **Investigation Report**

The Investigating Officer(s) will prepare a report of their findings. This will normally include

- an overview of the alleged behaviour
- a chronology of events
- a summary of the case including those facts which have been established and any points which remain in dispute
- any mitigating factors, for example, any health condition which may have affected the behaviour
- any aggravating factors, for example, if the responding person has failed to adhere to an undertaking of good conduct; and extracts from the relevant policies or regulations in question

Copies of all interview summaries, statements and other evidence, such as e-mails, screenshots or security reports should be cross-referenced and included as appendices. Any information that is not relevant to the case will be redacted.

The Investigating Officer(s) will conclude whether, on the balance of probabilities, there has been a breach of Futureworks policies and regulations relating to harassment, sexual misconduct or domestic abuse or any other regulations. The Investigating Officer(s) may conclude that:

- the evidence does not support a breach, therefore, no further action is required. The case will be dismissed and no disciplinary action will be taken, but continued support will be offered to all parties; or
- the evidence does indicate a breach of Futureworks policies and procedures and disciplinary action is required

The Head of Student Services and the Vice Principal will decide on the next steps in line with the Student Disciplinary Procedure where the responding individual is a student and in line with the relevant staffing procedures where the responding individual is a member of staff. A copy of the report will be shared with both the responding and reporting student.

## **Outcomes**



Futureworks is committed to creating a positive culture where students and staff understand that any form of unacceptable behaviour will not be tolerated, and where they feel confident to make a report in the knowledge that Futureworks will take appropriate action.

The reporting student will be informed of the outcome including whether the alleged behaviour has been proven on the balance of probabilities, the reasons for the decision and any remedies or actions that directly affect them. This will include any measures to support them from an academic and wellbeing perspective or to alleviate concerns about their safety on campus. Futureworks will also state where any action will be taken as a result of learning from the report. The outcome letter will set out the reporting student's right to request a review in line with Stage 3 of the [Student Complaints Process](#).

Futureworks will not normally disclose the details of any sanctions imposed as a result of disciplinary action, as these are personal to the responding person. However, information about a sanction may be shared where it directly affects the reporting student and their feelings of safety on campus, for example, where conditions have been imposed on the future conduct of the responding person.

The responding person will receive an outcome including whether the alleged behaviour has been proven on the balance of probabilities, the reasons for the decision and, where relevant, any sanction which has been imposed as a result of any disciplinary process. Any sanction will be intended to address the seriousness of the offence, the interests of the reporting student and the wider Futureworks community. The outcome letter will set out the responding person's right of appeal in line with the Student or Staff Disciplinary Procedure.

Futureworks may share limited information about outcomes with witnesses where there are concerns about retribution or victimisation. If the responding person leaves Futureworks before an investigation has been completed, Futureworks will normally continue with the investigation and make a finding on the balance of probabilities. Although it is unlikely that a sanction would be imposed, it is important for the reporting student to receive an outcome and to have a clear record of events.

If one or other party interrupts their studies before the process has been completed, Futureworks will normally resume the process upon their return, unless both parties give permission for it to continue.

Futureworks will not use non-disclosure agreements or confidentiality clauses to prevent reporting students from speaking out in cases of sexual misconduct, harassment and domestic abuse. It is important that all our students and staff feel safe and supported and the use of such clauses would be considered to be wholly unacceptable.

## **Review**

Both the reporting and responding persons will have the right to request a review of the outcome of Futureworks' internal process in line with the relevant procedure. Where the reporting student has received the outcome of their report about the behaviour of a Futureworks student or member of staff, they will have the right to request a review of the outcome in line with Stage 3 of the [Student Complaints Process](#). Where the responding person is a student and has incurred a disciplinary sanction, they will have the right to submit an appeal in line with the Student Disciplinary Procedure.

The grounds to request a review will be the same for both the responding and the reporting student as follows:



- that relevant new evidence or circumstances have become known, which the student could not have reasonably made known at the time of the investigation or hearing
- that there was an irregularity or unfairness in the conduct of the procedure, and this materially affected the outcome
- that the decision and outcome were unreasonable in the light of the evidence provided

Where a reporting student submits a request for review based on an unreasonable outcome, the review will be limited to considering whether the outcome was reasonable in terms of providing safety and support for the student in their future studies.

A request for review should be submitted in writing to the Student Services Team at: [student.services@futureworks.ac.uk](mailto:student.services@futureworks.ac.uk) 10 working days from the date of the outcome letter.

Where the responding person is a member of staff, they will be entitled to submit an appeal against a disciplinary outcome in line with the Staff Disciplinary Procedure.

## **Office of the Independent Adjudicator for Higher Education**

When Futureworks' internal procedures have been completed, a student may submit a complaint to the Office of the Independent Adjudicator for Higher Education (OIA), if they are dissatisfied with Futureworks' decision. Further information is available on the OIA website at: [www.oiahe.org.uk](http://www.oiahe.org.uk).

## **Monitoring and Review**

Futureworks will adopt a systematic approach to collecting, retaining and reporting data where incidents of unacceptable behaviour are shared or formally reported, for evaluation and institutional learning.

The prevalence of unacceptable behaviour will be monitored across all Futureworks activities, for the purposes of ensuring a safe and inclusive environment and improving the provision of guidance for students and staff.

An annual report will be submitted to the Operations Team. The report will include data from Student Services and the Vice Principal's Office relating to the number and outcome of disclosures and reports of unacceptable behaviour across all Futureworks' activities. The data will be anonymised so that individuals cannot be identified. It will identify themes, trends and lessons and recommend actions, including targeted campaigns.

Futureworks will publish anonymised data on the number and outcomes of reports of unacceptable behaviour, for the purposes of demonstrating institutional accountability, and assuring all current and prospective members of our community that this is an area Futureworks takes seriously.

## **Equality and Diversity**

Futureworks recognises that any individual can experience unacceptable interpersonal behaviour (including harassment, sexual misconduct and domestic abuse), regardless of their sex, gender, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality and economic status. It also understood that



incidents of unacceptable interpersonal behaviour may occur alongside other forms of harassment and discrimination.

Futureworks is committed to providing individualised support to any member of our community however they choose to identify, both within Futureworks and in terms of signposting to appropriate external agencies. All formal reports will be dealt with in a supportive, professional and respectful manner.

## **Confidentiality and Information Sharing**

Futureworks understands the need for discretion, sensitivity and privacy where students have shared their experience or reported an incident of unacceptable interpersonal behaviour, including harassment, sexual misconduct or domestic abuse. Information will be shared on a confidential, need-to-know basis in line with the Privacy Notice for Students.

This will include:

- sharing details of the allegation with the responding person so that they are able to respond in line with the principles of natural justice
- sharing details of the outcome with the reporting student in the interests of their safety, health and wellbeing

Where information is shared, this will be limited to what is necessary and proportionate for the purposes of conducting a proper investigation and disciplinary process, and information that the responding person does not need to be made aware of will be redacted, including information about the reporting student's past or personal wellbeing. All individuals involved in this process should respect the sensitive nature of the process and not discuss or share details of the case outside of the investigation or disciplinary meetings. This is because sharing information could make an already difficult situation worse for everyone involved, and in some cases may undermine the disciplinary process. This does not mean that those involved cannot seek appropriate advice and support.

Futureworks will not normally report details of an incident to the police or any other external authority without the reporting student's permission. However, in exceptional circumstances, Futureworks may pass information to the relevant external authority, where there is believed to be a risk to the reporting student or to others, or in order to safeguard members of the Futureworks community or to comply with the law. All personal information collected during this process will be processed in line with data protection legislation and kept securely and out of harm's way of unauthorised access or processing.

## **Continuous Improvement**

This Procedure and the related Policies on [Harassment & Sexual Misconduct and Domestic Abuse](#) will be kept under review in the light of sector guidance and lessons learned from casework as part of a culture of continuous improvement and to ensure they remain fit for purpose for all parties who are engaged in them. Futureworks will seek feedback from students and staff with lived experience of inappropriate behaviour and who have used this Procedure. Feedback will be gathered in a sensitive and supportive manner for the purposes of ensuring continuous improvement.