

***SEXUAL
MISCONDUCT
POLICY***

Effective 01 August 2025

1 Introduction

- 1.1 This policy sets out the College's approach to responding to incidents of sexual harassment and sexual misconduct. It applies to all students, apprentices, staff, and contractors of the College.

2 Our commitments

- 2.1 We are committed to ending all forms of harassment and sexual misconduct in the College community.
- 2.2 We recognise the significant negative effects that this can have on individuals, and we will support them, as well as support those members of the College community who receive reports of misconduct.
- 2.3 We are committed to building a supportive and confidential environment where individuals feel confident and empowered to report misconduct and understand the options available to them.
- 2.4 The Sexual Misconduct Policy will be implemented in a manner which is consistent with the Code of Practice on Freedom of Speech.

3 Definitions

- 3.1 **Sexual harassment** is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated, or intimidated. Sexual harassment does not have to be directed at a particular individual to be unlawful.
- 3.2 Examples of sexual harassment include, but are not limited to:
- Physical contact such as pinching, touching, grabbing, kissing, or hugging.
 - Staring or leering at a person or parts of their body.
 - Sexual jokes or comments.
 - Requests for sexual favours.
 - Persistent requests to go out, where refused.
 - Sexually explicit conversations.
 - Displays of offensive material such as posters, screen savers, Internet material etc.

- Accessing or downloading sexually explicit material from the Internet.
- Suggestive comments about a person's body or appearance.
- Sending rude or offensive emails, attachments, or text messages.

3.3 **Sexual misconduct** is the unwanted conduct of a sexual nature by one member of the College Community to another. This includes staff-staff, staff-student, and student-student misconduct.

3.4 Acts that comprise sexual misconduct include but are not limited to the following:

- Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment
- Assault
- Rape
- Physical unwanted sexual advances
- Intimidation, or promising resources or benefits in return for sexual favours
- Distributing private and personal explicit images or video footage of an individual without their consent.

3.5 **Staff-to-student sexual misconduct** refers to behaviour of a physically or emotionally intimate or sexual nature by a staff member or contractor (including supervisors), that is reasonably considered to be inappropriate, and/or acceptable.

3.6 These behaviours include but are not limited to:

- Purposefully affecting or violating the student's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for a student
- An abuse of power over the student
- More or less favourable treatment of a student because the student has rejected or submitted to such behaviour through any medium, including online.

- 3.7 It must be noted that in case where the behaviour is not expressly unwanted, this would still be regarded as sexual misconduct in the case of an abuse of power, or more or less favourable treatment of a student.
- 3.8 The reporting party in these cases will be the person who submits a report of misconduct, and the responding party will be the person against whom a complaint has been made.

4 Disclosure

- 4.1 We encourage all students affected by sexual misconduct, and those who know of an incident of sexual misconduct to report to the College so we can investigate. Reports can be submitted anonymously, or non-anonymously.
- 4.2 We recognise that reporting an incident can be distressing, and we will encourage the reporting parties to contact Spectrum for Welfare Support through our Student and Employee Assistance Programme.
- 4.3 Reports can be submitted to report@collegalpractice.com or through the 'Help' section on the Canvas homepage. Access to reports is limited to the Chief Operations Director and the Registrar.

5 What happens when a report is made?

- 5.1 When we receive an anonymous report, we cannot take any direct action. We will keep a record of the report to provide statistical information to inform our work. Anonymous reporting parties will be signposted to Spectrum for Welfare support as needed.
- 5.2 When we receive a non-anonymous report, the report will be acknowledged, and the reporting party will be encouraged to speak to Spectrum for welfare support as needed. We will advise them of their options:
- To take no action;
 - To report to the Police, in the case of potentially criminal offences;
 - To progress to a formal complaint.
- 5.3 Where a reporting party chooses to contact the Police, normally we will not consider a formal complaint until the investigation is complete. We

may however take precautionary measures such as assigning a different supervisor in the case of alleged staff-student misconduct.

- 5.4 Individuals will have a right to withdraw a complaint at any stage, and we will provide support to the individual if they decide to withdraw.

6 Formal complaints

- 6.1 If a reporting party chooses to progress to a formal complaint, this will be considered under one of two policies:
- The Student Disciplinary Process – in cases where a student is a responding party.
 - The Code of Conduct for Personnel via the HR Grievance Procedure – in cases where a staff member is a responding party.
- 6.2 Throughout and after the complaints process, we will encourage the reporting party and responding party to access welfare support through Spectrum.

7 Support

- 7.1 We are committed to providing appropriate support to all individuals involved in cases of harassment and sexual misconduct before, during, and after an investigation.
- 7.2 We will help and encourage both parties to continue their studies safely and with minimal disruption during and after the investigation. We will provide reasonable academic adjustments to help continue studies safely.
- 7.3 All information will be handled sensitively and in line with our data protection and confidentiality policies, which should be clearly linked in our guidance.

8 Information sharing

- 8.1 Any information provided within a disclosure or formal complaint will remain confidential and the information contained within will only be passed on to relevant parties on a strictly need-to-know basis to investigate and deal with a report.

- 8.2 When a reporting party asks us to consider a formal complaint, we will need to provide information to the responding party. Where possible, we will seek permission to share information from the reporting party. A refusal to allow the College to share information will make it difficult to consider the complaint.
- 8.3 Outside of the above, we will not disclose any identifiable personal data unless we believe there is a genuine threat to a person's health and safety.

9 Staff-Student relationships

- 9.1 Given the power differentials and professional relationships between staff and students, the College strongly discourages staff-student relationships. When a relationship does occur, the staff member must inform their line manager.
- 9.2 The College will mitigate against the risk of actual or perceived conflicts of interest and/or abuses of power where a staff member declares a relationship. This may include removing the staff member from all teaching and supervision responsibilities involving the student.
- 9.3 Staff should be aware that failure to declare a staff-student relationship may be a disciplinary offence as outlined in the Code of Conduct for personnel.

10 Promoting staff and student awareness

- 10.1 The Sexual Misconduct Policy as part of the College's policies and procedures will be published in a clearly visible location on our website. In addition to this, we raise awareness of the Sexual Misconduct Policy by:
- Including references to the Policy in staff and student handbooks
 - Notifying staff and students annually of the contents of the Policy.
 - Introducing the Policy to staff and students at the point of induction.
 - Referencing the Policy in communications with staff and students where relevant.

- 10.2 Any changes to the Policy will be clearly communicated, and historical versions will be made available for as long as they are relevant to the student's ongoing needs and rights.

11 Governing body oversight

- 11.1 The Board will receive annual reports of any cases raised under this policy plus their outcomes to review our effectiveness in tackling sexual harassment and misconduct. These reports will not have any identifying information about the reporting party or the responding party.

Version Control

This version was approved 22 July 2025 by the Board.

Please contact registry@collegalpractice.com for access to previous versions.

Previous version(s)	Date superseded
N/A	N/A