Report + Support: How to Submit a Report on Behalf of a Staff Member

This guide explains how to complete the **Report + Support** form when you are submitting a report **on behalf of a staff member**. It provides step-by-step instructions and describes what information is required.

You can access the form at:
https://reportandsupport.cardiff.ac.uk

You may submit a report:

- **With your contact details**, or

- **Anonymously**

You can switch between these options at any time while completing the form.

You can complete this form using keyboard navigation or assistive technology. If you need support completing the form or require adjustments, please contact the HR team at staffreportsupport@cardiff.ac.uk.

Page 1 – Describe what happened

Let us know what the concern is (optional)

Use the free text text-text box to explain the event in your own words. There is **no character limit**. Add as much detail as you feel is appropriate.

I would like to upload an image related to what happened (optional)

This could be a screenshot or image of what happened.

Choose Files | No file chosen

You may upload images such as, screenshots of messages or emails or photos related to the incident, Videos cannot be uploaded. This question does not appear on the anonymous report.

I am raising a concern on behalf of a (required)

○ Staff

○ An undergraduate student

○ A postgraduate student

○ Another type of student

○ A visitor

○ Prefer not to say

Choose the option that best describes the person affected by the incident:

- Reports involving staff members are sent to the **HR team**.

- Reports involving anyone else are sent to the **Student Support and Inclusion Team (SSIT)** in the first instance.

The referral is for (required)

○ Me

○ Someone else

○ Prefer not to say

This question helps us understand if the report is for you, or someone else.

Select **"Someone else"** if you are submitting the report on behalf of another person (e.g., a team member you line-manage).

Page 2 - When the Event Happened

Provide information about, the date or approximate timeframe of the incident and whether the behaviour occurred once or repeatedly

Is what you are concerned about still happening? (required)

○ Yes, it is still happening

○ It was a one off incident

○ No, it has stopped

○ I'm not sure

○ I prefer not to say

When did it last happen? (required)

○ In the last 7 days

○ More than 7 days but less than 1 month ago

○ 1-6 months ago

○ 6-12 months ago

○ Over a year ago

○ I'm not sure

○ Not applicable

○ Prefer not to say

Page 3 - Type of Incident

This page helps us understand what the incident type is, You may choose more than one option.

I would describe what happened as (required)

☐ **Bullying**

Offensive, intimidating, malicious or insulting behaviour which intentionally or unintentionally undermines, humiliates, denigrates or injures the recipient. Bullying is normally characterised by a pattern of behaviour but a single incident could be considered as bullying behaviour.

☐ **Discrimination**

Discrimination is when a person is treated less favourably than others based on one or more legally protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

☐ **Sexual harassment or other forms of sexual misconduct**

Any unwanted behaviour of a sexual nature which has the effect of violating your dignity, causes distress, intimidates, and creates a hostile, degrading, humiliating or offensive environment (this includes the digital environment, online)

Page 4 – Information about the person affected

(This page appears only when reporting on behalf of someone else.)

Provide the staff member's details, including their name. If the staff member **does not wish to be identified**, you may write: **"Prefer not to disclose."**

What is their name? (required)

The name is required but if they do not want to be identified please note this in this free text box. E.g. type "prefer not to disclose"

What is their email? (optional)

What is their date of birth? (optional)

What is their staff number? (optional)

Has the individual consented to the completion of this form? (required)

○ Yes

○ No

Page 5 - Where the Staff Member Works

Select the school, department, or professional services area where the staff member is based. This helps ensure the report is sent to the correct HR team.

They are working in (required)

- ○ Cardiff Business School
- ○ Lifelong Learning
- ○ Professional Services
- ○ School of English, Communication and Philosophy
- ○ School of Geography and Planning
- ○ School of History, Archaeology and Religion
- ○ School of Journalism, Media and Culture
- ○ School of Law and Politics
- ○ School of Social Sciences
- ○ School of Welsh
- ○ School of Biosciences
- ○ School of Dentistry
- ○ School of Healthcare Sciences

Page 6 - Location of the Incident

Please confirm where the incident has occurred. Examples have been provided.

Where has it been happening/happened? (required)

○ On campus

○ Off campus work related event

(examples: conference, community of practice, training course)

○ Off campus social event

(examples: Christmas party, leaving celebration, graduation party)

○ Off campus non-work related event

(examples: bar / club / outside of work hours)

○ Online

(examples: email / social media / teams)

Page 7 - Who Carried Out the Behaviour

Provide any information you have about the person responsible for the behaviour. If you do not know this information, please answer to the best of your knowledge.

Do you happen to know who the accused individual is?
Are you aware of the identity of the person responsible?

- [ ] Student

- [ ] Staff

- [ ] Partner

- [ ] Visitor

- [ ] Unknown

- [ ] Other

Do you know the name of the accused individual?
(optional)

[   ]

Do you know the staff number of the accused individual?
(optional)

[   ]

Page 8 - Type of Discrimination (If Applicable)

If you believe discrimination took place, you may select one or more protected characteristics that were relevant

Do you feel as though any of the following factors played a role in the incident? – Select all that apply (optional)

- ☐ Age
- ☐ Being trans/non-binary
- ☐ Being disabled or having a long-term condition
- ☐ Caring responsibilities
- ☐ Ethnicity/race
- ☐ Gender
- ☐ Having children/being pregnant
- ☐ Nationality
- ☐ Religion/belief
- ☐ Sexual orientation
- ☐ None
- ☐ Other

Page 9 – Your contact details

If you are submitting the form anonymously this page will not appear

Please provide us with your contact details on this page. This allows the HR team to contact you if follow-up is needed.-up is needed.

Your first name

Your surname

Your email address

Your phone number

Your student/staff number (optional)

Can we use the above information to contact you?
(required)

○ Yes

○ No

Page 10 – Additional Information

These questions are specific to the staff routing.

> **Do you need further assistance from HR to resolve this issue?** (required)
>
> ○ Yes
>
> ○ No

If you are submitting the form anonymously this question will not appear

Ticking yes further support from HR will ensure your report is triaged to the appropriate HR member who will then contact you regarding your report.

If you click no your report will be closed and used for data analysis.

You will receive an email confirming how your report has been processed.

> **Have you previously discussed this incident with someone else?** (required)
>
> ○ Yes
>
> ○ No

If you click yes, a free text box will appear where you can provide more information on who you have spoken to previously, you can provide us with specific names of people, or how they relate to you (eg. Line manager, head of school, local HR advisor etc.).

Page 11 – Equality Information

These questions help the University monitor equality.
You may choose to:

- answer all questions

- skip any questions

- skip the page entirely

These questions are **not mandatory**.

Final Review and Submitting Your Report

Before sending the form, you will see a summary page showing all your answers.

You may click "Change" next to any answer to edit it. When you are satisfied, select "Send form" to submit your report. Once your report has been submitted you will not be able to change any of your answers.