## REPORT + SUPPORT FLOWCHART

Student is signposted initially to the <u>Report + Support</u> website. Student can choose to complete an <u>ANONYMOUS</u> report or a <u>DIRECT</u> report. Students will provide their contact details in a direct report. A report can also be made on a student's behalf by a staff member if they have consent.

An anonymous report is received and analysed. A proactive response will be enacted were possible, however direct advice and support cannot be given

A direct report is received and student is contacted by email within 3 working days offering support. NB A direct report at this stage does not constitute an official complaint

Data is collated and monitored for trends. Stats are collected on a monthly and yearly basis and reported to University Management Student decides on nature of support i.e. telephone call, teams meeting or face to face meeting. A <u>Safe & Healthy Relationship Advocate</u> is allocated to the case and makes contact with the student to arrange an initial meeting

Student meets initially with their SHR Advocate either in person or on TEAMS to discuss incident/s in more detail as well as reporting and support options

If the incident/s are deemed to be of a criminal nature the student can report to <a href="Police">Police</a> with support from their SHR

If the alleged incident of misconduct involves another QUB Student the student can ask for <u>Informal</u>

<u>Resolution</u> or raise the issue as an official complaint via the <u>Serious</u>

<u>Misconduct Procedure</u>.

If the alleged misconduct involves a QUB Staff Member. The student can raise a formal complaint under the Student Complaints Procedure

Advice SU can also provide guidance on this.

Support options are discussed at the meeting. The SHR Advocate will assess the individual needs of the student and recommend appropriate support. This can be immediate support i.e. help to access medical aid, internal support i.e. help with an academic issues or external support i.e. assistance with referrals to local support organisations. Further