Refer Someone Else

Page 1

If you believe that a student or staff member may benefit from engagement with the Report + Support Team, you can make a referral via this form. You will be asked to share your details so that we can contact you to gather more information, if needed. However, we will always aim to contact the affected person directly and may not be able to share any information or outcome with you, unless the individual consents to it. Alternatively, you can encourage the affected person to contact us directly by completing a named form.

Disclosures made by students (or by staff on behalf of students) are assigned to the Report + Support Team (Student and Academic Services). Those made by staff are assigned to the Employee Relations Team (People Directorate).

This is not a 24-hour service and is for non-emergency disclosures only. Whilst you can submit a disclosure at any point, the Report + Support Team will be active only between Mon-Fri, 9am-5pm. For emergency situations, the recommended way to contact onsite first aiders, security and/or emergency response teams is by using the SafeZone personal safety app. This is free to download and use. Alternatively, you can reach security for urgent matters using the following numbers:

- Avery Hill: 0208 331 9101
- Greenwich: 0208 331 7616
- Medway: 0208 331 3138

Or you can call the Emergency Services: 999

To report a health and safety issue; injury; illness or disease; or any other incident or safeguarding issue, please use the University's Health & Safety Reporting Portal (Evotix). This can also be used to report a Wellbeing Incident (for example an ambulance being called or an incident of self-injury, as per our Staff Guidance - Supporting Students with Mental Health Concerns). For other mental health and wellbeing concerns you may have about a student please email wellbeing@greenwich.ac.uk.

Your data is important to us. We won't collect or store any information that goes against our Privacy Notice.

2.1: Incident happened to

The reporter must select exactly 1 option.

The incident happened to

Options:

- Someone Else
  Pop out message:
  If you would like to tell us about something that happened to you, please choose to speak to an advisor instead. Please, do not continue to complete this form.

2.2: Role

The reporter must select exactly 1 option.

The person affected is

Options:

- Student
- Staff
- Visitor
- I don't know
- Prefer not to say

2.3: Faculty/department

The reporter must select exactly 1 option.

Where does the person that experienced this incident study/work?

Options:
- *Faculty of Business (GBS)*
- *Faculty of Education, Health and Human Sciences (FEHHS)*
- *Faculty of Engineering and Science (FES) inc. Natural Resources Institute (NRI)*
- *Faculty of Law, Arts and Social Sciences (FLAS)*
- *Marketing and External Relations Directorate*
- *Estates and Facilities Directorate*
- *Chief Finance Office inc. Strategic Planning*
- *Greenwich Online*
- *Greenwich Research and Innovation*
- *Information and Library Services Directorate*
- *Employability and Apprenticeships Directorate*
- *Partner College*

- *People Directorate*
- *Student and Academic Services Directorate*
- *UGIC*
- *Vice Chancellors Office, Secretariat, EDI and Safety Unit*
- *I don't know*
- *Prefer not to say*
- *Other – When ticked, a free-text box appears and must be completed.*

Page 3

3.1: Incident Type

The reporter must select at least 1 option.

I would describe what happened as Select all that apply

Options:

- Bullying
  Pop-out definition:
  Bullying is offensive, intimidating, persistent malicious or insulting behaviour, including an abuse of power (real or perceived) to undermine, humiliate or injure a person. It can take the form of verbal and non-verbal conduct, including postings on social media outlets.

- Discrimination
  Pop-out definition:
  Discrimination is when you are being targeted against because of a protected characteristic. These include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion (including faith, belief, or lack of), sex, and sexual orientation.

- Domestic abuse
  Pop-out definition:
  Domestic abuse is an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour (including psychological, physical, sexual, financial or emotional abuse), in the majority of cases by a partner or ex-partner, but also by a family member or carer.

- Harassment
  Pop-out definition:

Harassment is unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

- Hate incident / crime
  Pop-out definition:
  Hate incident / crime is when you are being targeted with violent or abusive behaviour because of your disability, gender reassignment, race, religion, or sexual orientation.

- Honour-based abuse
  Pop-out definition:
  Honour Based Abuse is a form of Domestic Abuse which is motivated by the abuser's perception that a person has brought or may bring 'dishonour' or 'shame' to themselves, their family or the community. This may include instances of forced marriage.

- Sexual misconduct
  Pop-out definition:
  Sexual misconduct is any inappropriate and unwanted behaviour of a sexual nature, and it includes all forms of sexual violence and abuse, whether they happen in person or online (including image-based abuse, stalking, and non-consensual sexual acts).

- Spiking
  Pop-out definition:
  Spiking is when someone puts alcohol or other substances into another person's drink or body without their consent or knowledge. Spiking can happen to anyone, anywhere and can be carried out by strangers or people you know.

- I'm not sure

- Other – *When ticked, a free-text box appears and can optionally be completed.*(optional)

Page 4

We understand that this section might be hard, but the more information you provide the more action we'll be able to take. Some of the things to think about are when and where it happened, and who was involved.

4.1: Incident Details

The reporter must answer this question to continue. This question is a multi-line free-text box.

Let us know what happened

4.2: Image

The reporter can optionally answer this question. This question asks for an image

I would like to upload an image related to what happened

This could be a screenshot or image of what happened

4.3: Duration

The reporter must select exactly 1 option.

How long has this been happening?

Options:

- It was a one-off incident – *When ticked, a free-text box appears and can optionally be completed.* Please provide a specific date or event (optional)
- Less than a month
- Longer than a month
- Ongoing
- I don't know
- Prefer not to say

4.4: Location

The reporter must select at least 1 option.

Where did the incident take place?

Options:
- On campus
    - Avery Hill
    - Bathway
    - Greenwich
    - Medway
    - Other (please specify) – When *ticked, a free-text box appears and must be completed.*
- Off campus (please specify) – *When ticked, a free-text box appears and must be completed.*

- Online (please specify) – *When ticked, a free-text box appears and must be completed.*
- On placement *(please specify)* – When ticked, a free-text box appears and must be completed.
- In Student Accommodation
  - o Avery Hill
  - o Greenwich
  - o Medway
  - o Other (please specify) – When *ticked, a free-text box appears and must be completed.*

4.5: Reported party role

The reporter must select exactly 1 option.

The person responsible is:

Options:
- Student
- Member of University Staff
- Visitor to the University
- Member of the public
- Placement provider
- Alumnus
- I don't know
- Prefer not to say
- Other – *When ticked, a free-text box appears and must be completed*.

4.6: Reported elsewhere

The reporter must select 0 or 1 options.

Has the incident already been disclosed to other people or services, either internal or external to the University?

Options:

- Yes – *When ticked, a free-text box appears and must be completed.* (please specify)
- No

Page 5

5.1: Suspected factors

The reporter must select at least 1 option.

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

Options:

- Age
- Being trans/non-binary
- Disability or impairment
- Ethnicity/race
- Gender
- Having caring responsibilities
- Having children/being pregnant
- Marriage/civil partnership
- Nationality
- Religion/belief/or lack of
- Sexual orientation
- Other – *When ticked, a free-text box appears and can optionally be completed.* (optional)
- None of the above
- I don't know

Page 6

This section is about the person who experienced the incident. You may not know the answer to all the questions but the more information you provide, the easier it will be for us to identify and contact the person you are referring. You will be asked to provide your details in the next section.

6.1: Staff email short code / student ID

The reporter must answer this question to continue. This question is a free-text box.

If known, the staff email short code (e.g. aa0000a) / student ID (e.g. 001234567) of the person affected

6.2: Name

The reporter must answer this question to continue. This question is a free-text box.

What is the full name of the person who we will be contacting?

6.3: Email

The reporter must answer this question to continue. This question is a free-text box.

The email address of the person who we will be contacting

6.4: Phone

The reporter can optionally answer this question. This question is a free-text box.

The phone number of the person who we will be contacting

6.5: Preferred name

The reporter can optionally answer this question. This question is a free-text box.

What is the preferred name of the person who we will be contacting, if different from their full name?

6.6: Pronouns

The reporter can optionally answer this question. This question is a free-text box.

The preferred pronouns of the person who we will be contacting, if known

Page 7

We may need to seek further information to perform our safeguarding duties. Please, provide your own name and contact details so we can contact you about the report, if needed.

7.1: Staff email short code / student ID

The reporter must answer this question to continue. This question is a free-text box.

What is your staff email short code (e.g. aa0000a or aa00) / student ID (e.g. 001234567)?

7.2: Name

The reporter must answer this question to continue. This question is a free-text box.

What is your full name?

7.3: Email address

The reporter must answer this question to continue. This question is a free-text box.

What is your email address?

7.4: Phone

The reporter must answer this question to continue. This question is a free-text box.

What is your phone number?

7.5: Preferred name

The reporter can optionally answer this question. This question is a free-text box.

What is your preferred name if different from your full name?

7.6: Pronouns

The reporter can optionally answer this question. This question is a free-text box.

What are your preferred pronouns?

Page 8

By submitting this form you agree for us to contact you using the information provided in line with our Privacy Notice. If you would prefer not to provide this information you can choose to tell us anonymously instead. Information already entered will be copied over to the new report.

Page 9

Thank you for making a referral. The Report + Support team will be in touch with the person affected within two University working days. If needed, we will contact you to gather more information.