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|  <p>Farnborough College of Technology</p> | <p>Harassment and Sexual Misconduct – Guidance and Procedures</p> |
| <p>Owner</p> | <p>Vice Principal - Teaching, Learning, Completion, and Higher Education</p> |
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Harassment and Sexual Misconduct – Guidance and Procedures

Farnborough College of Technology / University Centre Farnborough is committed to fostering an inclusive, respectful, and safe learning environment for all learners. Every individual has the right to study free from harassment, discrimination, and sexual misconduct. This document outlines the College's approach to preventing and addressing such behaviours, in line with best practice and the Office for Students (OfS) E6 Condition of Registration.

- **Harassment:** Unwanted behaviour that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This includes harassment based on gender, race, religion, disability, sexual orientation, age, or any other legally protected characteristic.
- **Sexual Misconduct:** Any form of unwanted sexual behaviour, ranging from inappropriate comments and gestures to sexual assault. Includes sexual harassment, violence, stalking, and exploitation

This guidance applies to all learners and covers behaviour on College premises and during College related activities, including off-site events and online interactions

Core Principles

- **Prevention:** Promote a culture of respect and equality through staff and student training.
- **Support:** Provide confidential services and counselling for affected individuals.
- **Response:** Address all allegations seriously, confidentially, and with sensitivity.
- **Accountability:** Maintain clear procedures for reporting, investigating, and responding to complaints.
- **Confidentiality:** Protect the privacy of individuals, subject to the need to investigate and act.

Preventative Measures

- Intimate relationships between staff and students are prohibited and will result in disciplinary action for staff.

- Mandatory training for staff and students on recognising and responding to harassment and healthy relationships.
- Promotion of the *Student Charter* and *Staff Handbook* to clarify learner and staff expectation and to encourage behaviours of respect and tolerance.
- Regular data collection and analysis to monitor incidents and improve procedures.

Reporting Mechanisms

- **Online:** Anonymous reporting through the Student Help and Advice Reporting Page (SHARP).
- **In-Person:** Reporting to tutors, counsellors, the Designated Safeguarding Lead (DSL), or deputy DSLs.
- **Other:** Contact safe@farn-ct.ac.uk or call 01252 407373.

Reporting and Investigation Process

- **Disclosure:** Reports can be made via email, phone, or online.
- **Initial Assessment:** An initial review is conducted to evaluate the report and ensure safety, and this will include the designated safeguarding lead.
- **Investigation:** Impartial and confidential investigation involving interviews and evidence collection.
- **Support:** Affected individuals will be signposted to counselling, academic support and external agencies where appropriate.
- **Outcome:** Findings reviewed by a Senior Manager to determine appropriate action and response.
- **Action:** Further support will be provided and/or signposted to affected parties. Disciplinary measures for those who inflict harassment or misconduct will follow the learner disciplinary policy and/or referral to external authorities where appropriate.

All reports will be investigated thoroughly and with expedience. Notification of investigation will normally be sent / received within one working day upon receipt of any incident report.

Confidentiality and Data Protection

Reports are handled with the utmost confidentiality. Personal data is processed in accordance with data protection laws and the College's Data Protection Policy.

Support and Resources

- **On-Site:** College Counselling Services, Learner Services, Designated Safeguarding Team, Progress Tutor, Course Tutor.

- **External:** Sexual Abuse Support [Sexual Abuse Support](#); Rape Crisis [Rape Crisis](#); NHS Support [NHS - Help after rape and sexual assault](#); Further Guidance [Student guide to harassment and sexual misconduct - Office for Students](#); Harassment [Stalking and harassment | Police.uk](#); Harassment [Check what you can do about harassment - Citizens Advice](#)
- **Police Reporting:** Support available for reporting to law enforcement.

Roles and Responsibilities

- **Students:** Respect others' rights and dignity and report any misconduct.
- **Staff:** Model respectful behaviour and support those reporting incidents.
- **Leaders and Managers:** Ensure implementation of procedures, staff training, and support systems.

Related Policies & Procedures

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Anti Bullying Policy (learners)
- Learner Disciplinary Policy
- Student Charter
- Office for Students E6 Guidance

Monitoring and Review

The College will review this guidance annually, in consultation with stakeholders, to ensure continued compliance with legal and regulatory requirements, and to address emerging needs within the community.