

Student Harassment & Bullying Disclosure Form

The purpose of this form is to outline information which can usefully allow the Head of Academic Services or equivalent role (HoAS), the designated School Officer within City's Student Bullying and Harassment Policy, to complete one of the following courses of action:

- To support you to attempt to achieve informal resolution of the issues you have outlined;
- To undertake a formal investigation under the Student Disciplinary Regulations as a result of the issues you have raised.

You should try to complete this form to the best of your ability in order to provide the HoAS with as much information as possible. Further information may also be requested by the HoAS at a later point.

The information which you provide through this form will be treated as confidential by the HoAS and the School Safeguarding and Welfare Officer (SWO). Confidentiality may only be broken by the HoAS and SWO where the information enclosed within this form, or which becomes apparent through the investigation carried out, suggests that there is a significant risk of harm either to yourself or to another party.

If you have any questions relating to this form, you should address these to Student and Academic Services, by contacting ace@city.ac.uk.

Once you have completed this form, you should send it to the HoAS (or equivalent) for your School, the details of which can be found on the Student Harassment and Bullying webpage on the [Student Hub](#).

Your Details

| | |
|--------------------|--|
| Name | |
| Department | |
| City Email Address | |
| City Student ID | |

What has happened?

When did this happen?

Where did this happen?

Who was involved?

Have you taken any action to attempt to resolve the issue? If so, please describe.

What would you like to happen next?

What additional information would be helpful for you?