Student and Academic Services

Last updated August 2021

**Student Harassment & Bullying Disclosure Form**

The purpose of this form is to outline information which can allow the responsible officer at City to take one of the following courses of action:

* To support you 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 to provide as much relevant information as possible. Further information may also be requested by the relevant School or Professional Department at a later point.

The information which you provide through this form will be treated by us as confidential and where relevant the Safeguarding Lead or Officer and/or Welfare Officer. Confidentiality may only be broken by us where the information enclosed within this form, or which becomes apparent through the investigation, indicates a Safeguarding concern, or suggests that there is a significant risk of harm (to yourself or to another party).

This form can be used to bring an allegation of Harassment and Bullying by:

* a student against another student or against a staff member;
* a staff member against a student.

Staff members who wish to bring an allegation of Harassment and Bullying against another staff member should contact HR for guidance.

If you have any questions about bringing an allegation of Harassment and Bullying which involves a student, you should address these to Student and Academic Services, by contacting harassmentadvisers@city.ac.uk.

Once you have completed this form, you should send it to your School, the details of which can be found on the Student Harassment and Bullying webpage on the [Student Hub](https://studenthub.city.ac.uk/help-and-support/conduct/harassment-and-bullying)

Alternatively, you can send the form to safeguarding@city.ac.uk

**Your Details**

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| --- | --- |
| Name  |   |
| School/Department  |   |
| City Email Address  |   |
| City Student/Staff ID  |   |

**What has happened?**

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**When did this happen?**

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**Where did this happen?**

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**Who was involved?**

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

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**What would you like to happen next?**

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**What additional information would be helpful for you?**

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