



London Academy for Applied Technology
Sexual Harassment and Sexual Misconduct Policy

Version 1.0 | May 2026

Policy Title	Sexual Harassment and Sexual Misconduct Policy
Version	1.0
Date	1 May 2026
Approved by	Senior Management Team/PAC
Policy Owner	HR Manager
Next Review	1 May 2027
Scope	All registered students and all staff of LAAT
Related Documents	Student Conduct Regulations; Staff Disciplinary Procedure; Dignity at Work and Study Policy; Safeguarding Policy; Staff–Student Personal Relationships Policy; Freedom of Speech and Expression Code; Complaints Procedure; Report and Support Procedure; Equality, Diversity and Inclusion Policy; Data Protection Policy; Employee Handbook

Regulatory Alignment with OfS Conditions	1
Terms of Reference.....	1
1. Purpose	1
2. Scope.....	1
3. Related Documents and Procedures	1
4. Key Principles	1
5. Preventive Approach	1
6. Definitions	1
7. Standards of Conduct	1
7.1 Applicable to all	1
7.2 Additional requirements for staff	1
7.3 Staff–student relationships and abuse of power	1
8. Reporting Options.....	1
8.1 Informal disclosure	1
8.2 Formal report	1
8.3 Anonymous reporting	1
8.4 Third-party reporting	1
8.5 Reporting to the police	1
8.6 External options	1
9. Investigation Pathways	1
9.1 Appeals and redress.....	1
10. Precautionary Measures	1
11. Support for All Parties.....	1
12. Confidentiality, Data Protection and Equality	1
13. Protection from Victimisation	1
14. Training Commitments	1
15. Non-Disclosure Agreements	1
16. Governance and Review	1
17. Roles and Responsibilities.....	1
Appendix A: Definitions Reference Table	1
Appendix B: Reporting and Investigation Pathway	1
Appendix C: Reporting and Investigation Pathway	1
Appendix D: Support Services.....	1
LAAT internal support	1
External specialist support.....	1
20. References	1

Regulatory Alignment with OfS Conditions

This policy forms part of LAAT's compliance with the OfS regulatory framework and is designed to meet the requirements of OfS Condition E6 (Harassment and Sexual Misconduct), which requires all registered higher education providers to have in place adequate and effective systems, processes and policies to prevent and respond to all forms of harassment and sexual misconduct affecting students.

OfS Condition E6 requires providers to make available to students a 'single comprehensive source of information' setting out how the provider defines harassment and sexual misconduct, how incidents can be reported, what support is available, and how cases are investigated and resolved. This policy, together with LAAT's Report and Support Procedure and the supporting appendices, is intended to fulfil that requirement.

This policy also supports OfS Condition E1 (Effective Governance) by ensuring that oversight of LAAT's approach to harassment and misconduct is maintained through the Board of Governors and the People and Culture Committee, including through annual anonymised reporting on incident data, trends, training completion, and policy effectiveness.

The policy supports OfS Condition E2 (Effective Management and Processes) by establishing clear procedural requirements for receiving reports, conducting risk assessments, implementing precautionary measures, managing investigations, and maintaining records in a consistent and auditable manner.

LAAT ensure that this policy and all linked E6 information are published in an accessible, prominent and easy-to-locate format for students, staff and relevant parties.

The policy is implemented in accordance with the following legislation and sector guidance:

- Equality Act 2010 (including the Public Sector Equality Duty, s.149, and the definition of sexual harassment at s.26(2))
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Sexual Offences Act 2003
- Protection from Harassment Act 1997 and the Stalking Protection Act 2019
- Serious Crime Act 2015
- Higher Education (Freedom of Speech) Act 2023
- UK GDPR and Data Protection Act 2018
- OIA Good Practice Framework: Handling Complaints and Academic Appeals
- UUK Guidance: Changing the Culture (2016; updated 2022)

Terms of Reference

1. Purpose

This policy sets out LAAT's approach to preventing, addressing, and responding to sexual harassment and sexual misconduct across all aspects of institutional life - including studying, teaching, research, residential life, social activities, placements, and online environments.

LAAT is committed to a safe, inclusive environment in which all students can learn and achieve their potential, and all staff can work, free from sexual harassment, sexual misconduct, and abuse of power. This policy applies to students and staff within a single integrated framework, with distinct procedural pathways depending on whether the responding party is a student or a member of staff.

Operational detail is contained in the Report and Support Procedure. Sanctions are governed by the Student Conduct Regulations (for students) and the Staff Disciplinary Procedure (for staff), both of which are supporting documents to this policy.

2. Scope

This policy applies to all individuals connected to LAAT, including:

- All **registered students**, including full-time, part-time, apprenticeship, distance-learning, and exchange students
- All **employees**, including permanent, fixed-term, part-time, and casual workers
- **Agency staff and secondees** working under LAAT's direction
- **Contractors, consultants, and visiting professionals** engaged by LAAT
- **Volunteers** and others acting on behalf of LAAT
- **Third parties** — including placement host employers, partner organisations, guest speakers, and visitors — where their conduct affects a member of the LAAT community

This policy covers conduct occurring on LAAT premises; during any LAAT-connected activity on-site or off-site, including placements, field trips, and residential settings; in online and digital environments including LAAT's VLE, email, social media, and messaging applications; and in any other context with a sufficient connection to LAAT, even outside normal working or study hours.

Nothing in this policy restricts the lawful exercise of freedom of speech or academic freedom as protected by the Higher Education (Freedom of Speech) Act 2023 and LAAT's Freedom of Speech and Expression Code.

3. Related Documents and Procedures

This policy should be read alongside the following:

- Student Conduct Regulations
- Staff Disciplinary Procedure
- Report and Support Procedure
- Dignity at Work and Study Policy
- Safeguarding Policy
- Staff–Student Personal Relationships Policy
- Freedom of Speech and Expression Code
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Staff Code of Conduct
- Student Handbook

Not every concern will meet the threshold for formal investigation under this policy. Lower-level conduct concerns may be more appropriately addressed through LAAT's **Dignity at Work and Study Policy**, which includes informal resolution options. A matter may be escalated to a formal investigation under this policy if the nature of the concern develops or further incidents occur. LAAT

maintains a separate **Staff–Student Personal Relationships Policy** (cross-referenced at Section 7.3) for full declaration and management procedures.

4. Key Principles

LAAT’s approach to sexual harassment and misconduct is guided by the following principles:

- **Zero tolerance** - all reports are taken seriously and followed up appropriately
- **Fairness and natural justice** - all parties are treated impartially and given a full opportunity to present their account
- **Sensitivity** - information is handled with care and shared only where necessary, proportionate, and lawful
- **Choice and control** - reporting parties retain control over how their concern is handled where it is safe to allow this
- **Independence** - internal proceedings are independent of any criminal investigation and apply the civil standard of proof (balance of probabilities)
- **Student protection** - the welfare, safety, and educational access of students are central to every decision made under this policy

5. Preventive Approach

LAAT will take active, proportionate steps to protect students and staff from harassment and sexual misconduct and to reduce the likelihood of such conduct occurring. These steps are informed by evidence, risk assessment, student and staff feedback, and case trends, and are designed to make a significant and credible difference in preventing harm. The OfS requires providers to take steps that could make a significant and credible difference in protecting students.

Preventive steps include:

- Mandatory induction content for all new students covering consent, respectful behaviour, bystander intervention, and how to report concerns
- Mandatory induction and refresher training for all staff on this policy and their obligations under it
- Specialist training for student leaders, residential staff, placement-facing roles, and others in positions of responsibility
- Training for all staff likely to receive disclosures, including on trauma-informed responses and escalation routes
- Clear behavioural expectations set out in the Student Conduct Regulations and Staff Code of Conduct
- Risk controls for events, field trips, placements, residential activities, and online spaces
- Regular awareness and education campaigns throughout the academic year
- Analysis of reports, case trends, and student survey data to identify patterns and risk areas
- Periodic review of the effectiveness of preventive arrangements, with amendments made where learning or sector guidance indicates this is necessary

LAAT will keep its preventive arrangements under active review and will amend them where case trends, regulatory guidance, student consultation, or institutional learning indicates improvement is needed.

6. Definitions

The following terms are used throughout this policy. For full definitions and statutory references see Appendix A.

- **Sexual harassment** - unwanted conduct of a sexual nature that violates dignity or creates a hostile, degrading, or offensive environment
- **Sexual misconduct** - an umbrella term covering sexual harassment, sexual violence, stalking, coercion, non-consensual image sharing, upskirting, and abuse of power
- **Consent** - a freely given, conscious, ongoing agreement to sexual activity that can be withdrawn at any time
- **Stalking** - a pattern of fixated, unwanted behaviour causing fear or distress, including online
- **Victimisation** - detrimental treatment of a person for making or supporting a complaint
- **Reporting party** - the person raising the concern
- **Responding party** - the person the concern is raised against

7. Standards of Conduct

7.1 Applicable to all

Every person within the scope of this policy is required to treat all members of the LAAT community with dignity and respect at all times; to refrain from sexual harassment, sexual misconduct, sexual violence, stalking, coercive or controlling behaviour, and abuse of power; to ensure their conduct in person and online does not create an intimidating or offensive environment; to report concerns through the channels set out in this policy; and to cooperate with any investigation.

7.2 Additional requirements for staff

In addition to the above, staff members are required to complete all mandatory training; act on concerns or reports without unreasonable delay; escalate formal allegations to HR promptly; and declare any close personal relationship with a student that creates or could be perceived to create a conflict of interest.

7.3 Staff–student relationships and abuse of power

LAAT prohibits intimate or sexual relationships between relevant staff members and registered students, except where the relationship is an excluded or pre-existing relationship declared in accordance with the Staff-Student Personal Relationships Policy. Any pre-existing relationship must be declared immediately so that LAAT can manage any actual or potential conflict of interest, abuse of power, academic influence, assessment influence, supervision, pastoral responsibility, reference provision or employment-related influence.

A breach of this requirement may be treated as gross misconduct and may result in formal disciplinary action, including dismissal, depending on the circumstances. Students will not be penalised for being involved in, disclosing, or reporting concerns connected to such a relationship.

8. Reporting Options

If you have experienced or witnessed sexual harassment or sexual misconduct, or are concerned about someone else, you can raise a concern. You do not need to be certain about what happened

or what you want to do before getting in touch. You will be supported regardless of whether you make a formal complaint.

LAAT distinguishes between an **informal disclosure** and a **formal report**. Understanding the difference helps you choose the option that is right for you.

8.1 Informal disclosure

An informal disclosure means speaking to someone at LAAT to seek support, advice, information, or academic adjustments, without asking LAAT to take formal action. Making an informal disclosure will **not** automatically start a disciplinary investigation. LAAT will listen, provide information about available options, and offer support. You remain in control of what happens next, unless LAAT is required to act because of a safeguarding concern, a serious risk to others, or a legal obligation. The Report and Support contact is the primary route for informal disclosures and operates independently of the investigation process.

8.2 Formal report

A formal report is a request for LAAT to consider investigation or formal institutional action. Once a formal report is made, LAAT will follow the investigation pathway set out in Section 9. Formal reports can be made through any of the following:

- **Report and Support contact** — available to both students and staff (see Section 19)
- **Student Services / Academic Registrar** — for concerns involving student responding parties
- **Human Resources** — for concerns involving staff responding parties
- **Line manager or senior manager** — for staff (unless inappropriate given the identity of the responding party)
- **Designated Safeguarding Lead (DSL)** — where the concern gives rise to safeguarding issues

8.3 Anonymous reporting

LAAT accepts anonymous reports for intelligence, pattern-monitoring, and risk assessment purposes. Anonymous reports will be reviewed and acted upon where reasonably possible. LAAT will make clear the limits of anonymous reporting, including that anonymity may restrict its ability to investigate or determine a specific case. Anonymous reports can be submitted at hr.enquiries@laat.ac.uk

8.4 Third-party reporting

Concerns may also be raised by staff, students, witnesses, or others on behalf of someone else. LAAT will consider such information sensitively and fairly and will normally seek the consent of the affected person before taking formal action, unless a safeguarding concern or serious risk requires LAAT to act.

8.5 Reporting to the police

Sexual harassment and certain forms of sexual misconduct may constitute criminal offences. LAAT will always inform any person reporting such behaviour of their right to contact the police. Reporting to the police is the reporting party's choice. LAAT's internal processes operate independently of any police investigation and will not normally be suspended pending a police decision.

8.6 External options

Reporting parties may also contact the police (999 emergency; 101 non-emergency); the Office of the Independent Adjudicator (OIA) once internal processes are concluded; the Equality and Human Rights Commission; or specialist external support services listed in Appendix D.

9. Investigation Pathways

All reports are acknowledged within **2 working days**. An initial assessment is completed within **5 working days** to confirm the applicable pathway, assess safeguarding risk, determine whether precautionary measures are needed, and explain the reporting party's options. The investigation pathway then depends on the identity of the responding party, as set out below. All pathways apply the **civil standard of proof** (balance of probabilities) and are conducted by a trained, independent investigator. Investigations are targeted for completion within **30 working days** of formal initiation. Both parties receive a written outcome with reasons.

Responding party	Governing procedure	Lead	External escalation
Student	Student Conduct Regulations	Academic Registrar / Student Services	Office of the Independent Adjudicator (OIA)
Staff member	Staff Disciplinary Procedure. Staff have the right to be accompanied at formal hearings by a trade union representative or workplace colleague.	HR Manager	Employment Tribunal (where applicable)
Third party (e.g. placement host, contractor, visitor)	LAAT will document the concern, contact the third-party organisation, review the relationship, and support the reporting party in accessing other routes. Internal disciplinary procedures do not apply to third parties.	HR Manager and Academic Registrar jointly	Police / relevant regulator

Where a case involves both student and staff parties, a senior coordinator will be appointed to manage the case consistently across both pathways.

9.1 Appeals and redress

Both the reporting party and the responding party have the right to appeal an outcome on one or more of the following grounds: procedural irregularity that materially affected the outcome; material new evidence not reasonably available during the investigation; or an outcome or sanction that was disproportionate or unreasonable.

Appeals must be submitted within the timescale in the relevant procedure and are heard by someone independent of the original investigation. The outcome of the appeal is final within LAAT's internal processes.

Students may then seek external review by the Office of the Independent Adjudicator (OIA). Staff may have recourse to the Employment Tribunal. Anyone may also contact the Office for Students where they believe LAAT has failed to meet its regulatory obligations.

Both the reporting party and the responding party have the right to appeal an outcome.

10. Precautionary Measures

Following a report, LAAT will conduct a risk assessment to determine whether precautionary measures are required. These are not sanctions and do not represent any finding of wrongdoing. Measures are proportionate, documented, and reviewed regularly. They may include: suspension on full pay (staff); precautionary suspension from studies (students, in serious cases); no-contact directives; timetable or workload adjustments; restricted access to premises or systems; adjusted reporting lines; placement reallocation; or safety planning. Any measure imposed will be communicated in writing to the affected party, who may request a review of it.

11. Support for All Parties

LAAT provides support to everyone affected by harassment or sexual misconduct — reporting parties, responding parties, and witnesses — regardless of whether a formal complaint is made and regardless of the outcome of any investigation.

For students, this includes academic adjustments (deadline extensions, timetable changes, leave of absence); pastoral and counselling support; access to an independent support person separate from the investigation; safety planning and accommodation support; and referral to specialist external services (see Appendix C). The Students' Union Advice Service is also available where applicable.

For staff, this includes confidential advice from HR and the Report and Support contact; referral to the Employee Assistance Programme (EAP) for counselling, legal, and financial guidance; and workplace adjustments where appropriate. Staff responding parties are informed of their rights and may access trade union support.

Support is available from the Report and Support contact (see Section 20), who operates independently of the investigation process and can be contacted without committing to any particular course of action.

12. Confidentiality, Data Protection and Equality

All information received in connection with this policy is handled as sensitive personal data under UK GDPR and the Data Protection Act 2018. It is stored securely, shared only with those who need it for defined purposes, and retained in line with LAAT's data retention schedule. Parties are required to maintain confidentiality during investigations; breach of this obligation may itself constitute misconduct. Confidentiality will be overridden where there is a safeguarding concern, a legal obligation to disclose, or procedural fairness requires it.

This policy is applied consistently regardless of any protected characteristic under the Equality Act 2010. LAAT monitors reports and outcomes by protected characteristic to identify and address disparity. Reasonable adjustments to any part of the reporting or investigation process will be made on request.

13. Protection from Victimisation

LAAT strictly prohibits victimisation and retaliation. No person will be subjected to detrimental treatment for making a report in good faith; supporting another person's complaint; giving evidence in an investigation; or alleging a breach of the Equality Act 2010. Victimisation will be treated as serious misconduct under the relevant disciplinary procedure.

A report will not be treated as false or malicious merely because it is not upheld following investigation or because there is insufficient evidence to determine it. However, where there is credible evidence that a person has knowingly made a false or malicious allegation, LAAT may address this under the appropriate disciplinary procedure. This provision will not be applied in a way that deters good-faith reporting, and no action under this paragraph will be taken without careful consideration of all the circumstances.

14. Training Commitments

LAAT is committed to ensuring that all members of the institution have the knowledge and skills to prevent, recognise, and respond to sexual harassment and misconduct.

- **All students:** mandatory induction training covering consent, respectful behaviour, and how to report; regular awareness campaigns and educational content throughout the academic year
- **All staff:** mandatory induction training on this policy and LAAT's professional conduct expectations; mandatory refresher training at least every two years; training on the proactive duty under the Worker Protection Act 2023
- **Managers, investigators, and first responders:** specialist training in trauma-informed investigation; training on unconscious bias and applying the balance of probabilities standard fairly
- **Designated Safeguarding Lead and Deputy DSLs:** specialist training appropriate to the safeguarding role, including on trauma-informed responses

Training completion is monitored by the HR Manager and Academic Registrar and reported to the People and Culture Committee annually.

15. Non-Disclosure Agreements

LAAT will not use non-disclosure agreements (NDAs), confidentiality clauses, or equivalent contractual provisions in any way that prevents or restricts a student or member of staff from disclosing information about allegations, complaints, or outcomes relating to harassment or sexual misconduct.

This reflects the legal position applicable to registered higher education providers from 1 September 2024. Any settlement, complaint resolution, or other agreement entered into by LAAT must comply with this requirement. Where any existing agreement purports to restrict such disclosure, LAAT will not seek to enforce it to the extent that it conflicts with this provision.

Any person who believes that LAAT has used or sought to enforce an NDA in breach of this section should report this to the HR Manager or Academic Registrar and may also raise the matter with the Office for Students.

16. Governance and Review

This policy is reviewed annually by the joint Policy Owners (HR Manager and Academic Registrar) and approved by the Senior Management Team and Board of Governors. The People and Culture Committee provides strategic oversight and receives an anonymised annual report covering: the number and type of reports received; investigation outcomes; timescales; training completion rates; trends and patterns; and recommended improvements. This policy will be reviewed sooner if required by legislative change, regulatory update, or significant institutional learning.

Annual reporting to the People and Culture Committee and Board of Governors will include E6 assurance evidence, including report volumes, case types, outcomes, timescales, training completion, anonymous reporting trends, student/staff feedback, preventive activity, and any actions taken to improve the effectiveness of LAAT's approach

17. Roles and Responsibilities

Role	Responsibilities
Students	Comply with this policy and the Student Conduct Regulations; treat all members of the LAAT community with dignity and respect; report concerns through the channels set out in this policy; participate in awareness and training activities as required.
All Staff	Comply with this policy and maintain professional standards; complete mandatory training; report concerns appropriately; cooperate with investigations; not victimise or retaliate against anyone for making or supporting a complaint. Completion of mandatory training is a condition of employment and non-completion may be addressed as a conduct matter.
Line Managers	Promote a respectful and inclusive environment; address concerns promptly; escalate formal allegations to HR without unreasonable delay; support staff during investigation processes; complete mandatory training under this policy.

Role	Responsibilities
HR Manager (Joint Policy Owner)	Maintain and review this policy; ensure legal compliance; provide guidance to managers and investigators; lead on staff respondent investigation processes; monitor training completion; maintain confidential records of reports and outcomes.
Academic Registrar / Student Services (Joint Policy Owner)	Jointly maintain and review this policy; lead on student respondent conduct processes; provide pastoral support to all student parties; ensure students are informed of OIA rights; liaise with HR on mixed cases.
Report and Support Contact	Act as a dedicated, confidential first point of contact; provide information about reporting options and support without pressure; operate independently of the investigation process; receive specialist trauma-informed training.
Designated Safeguarding Lead (DSL)	Conduct initial safeguarding assessments; make referrals to police, social services, or other agencies where required; provide guidance to staff handling disclosures; receive specialist training; operate in accordance with LAAT's Safeguarding Policy.
People and Culture Committee	Provide strategic oversight of this policy; receive annual anonymised incident and outcome reports; review policy effectiveness; recommend improvements to SMT.
Board of Governors	Hold overall responsibility for LAAT's compliance with legal, regulatory, and ethical obligations; receive the annual anonymised summary report.

Appendix A: Definitions Reference Table

Term	Summary definition	Statutory basis
Sexual harassment	Unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. May be verbal, non-verbal, or physical; in person or online. A single serious incident may constitute harassment.	Equality Act 2010, s.26(2)
Harassment (protected characteristic)	Unwanted conduct related to sex, race, disability, sexual orientation etc. with the same effect	Equality Act 2010, s.26(1)
Sexual misconduct	An umbrella term encompassing sexual harassment and acts of sexual violence, including but not limited to rape; sexual assault; non-consensual sexual touching; sexual exploitation; sharing intimate images without consent (non-consensual pornography); upskirting; stalking of a sexual nature; coercion; and abuse of power for sexual purposes.	Various — see policy
Sexual violence	Rape, assault by penetration, sexual assault, causing sexual activity without consent	Sexual Offences Act 2003
Consent	An affirmative, conscious, voluntary, and ongoing agreement to engage in sexual activity. Consent must be freely given and can be withdrawn at any time. Consent cannot be inferred from silence, passivity, or lack of resistance. A prior or current relationship does not imply ongoing consent	Sexual Offences Act 2003
Stalking	Fixated, unwanted, repeated conduct causing fear or distress, including cyber-stalking	Protection from Harassment Act 1997; Stalking Protection Act 2019
Coercive / controlling behaviour	A pattern of acts used to harm, punish, frighten, or isolate a victim	Serious Crime Act 2015

Term	Summary definition	Statutory basis
Upskirting	Taking a photo or video under clothing without consent	Sexual Offences Act 2003 (as amended)
Non-consensual image sharing	Sharing intimate images without consent ('revenge porn')	Sexual Offences Act 2003 (as amended)
Abuse of power	Misuse of a position of authority, trust, or influence to coerce, exploit, or harass another person, or to obtain sexual favours.	Equality Act 2010; Worker Protection Act 2023
Victimisation	Detrimental treatment for making or supporting a complaint	Equality Act 2010, s.27
Reporting party	Person making the report (affected person, witness, or third party)	LAAT policy definition
Responding party	Person against whom the report is made	LAAT policy definition

Appendix B: Reporting and Investigation Pathway

The following describes the step-by-step pathway from report to outcome. A visual flowchart version is published on the student portal and HR intranet alongside this policy.

Stage	Description	Timescale
1. Report received	Concern raised through any reporting channel (Report and Support contact, Student Services, HR, line manager, DSL, or anonymous reporting). All channels feed into the same initial assessment process.	Any time
2. Acknowledgement	Relevant lead contacts the reporting party in writing, confirms receipt, and provides information on options including support, informal resolution, formal complaint, and right to report to police.	Within 2 working days
3. Initial assessment	Confirm which pathway applies; assess safeguarding risk; determine whether precautionary measures are needed; explain options to reporting party.	Within 5 working days of report
4. Route decision	Formal investigation initiated OR informal route agreed (where appropriate and not a serious misconduct case). Both parties informed in writing of any formal proceedings.	Following initial assessment

Stage	Description	Timescale
5. Precautionary measures	Where necessary, measures implemented and reviewed regularly (see Appendix C). Both parties informed of any measures affecting them.	Immediate where required
6. Investigation	Trained independent investigator gathers evidence from both parties and witnesses. Both parties may be accompanied at meetings.	Target: 30 working days from formal initiation
7. Outcome	Written outcome with reasons issued to both parties. Sanctions imposed if allegation upheld. Both parties informed of appeal rights.	Following investigation
8. Appeal	Responding party may appeal within timescales in the relevant procedure. Heard by someone not involved in the original investigation.	Per relevant procedure
9. OIA review (students)	Following issue of Completion of Procedures letter, student parties may request external review by the OIA.	Following completion of internal stages

Appendix C: Summary Flowchart: Reporting and Investigation Pathway.

The following summarises the pathway from report to outcome. A visual flowchart version is published on the student portal and HR intranet.

Stage	What happens	Timescale
1. Raise a concern	Contact any reporting channel: Report and Support contact, Student Services, HR, line manager, DSL, or anonymous reporting. Informal disclosures do not trigger investigation automatically.	Any time
2. Acknowledgement and initial assessment	Written acknowledgement. Initial assessment confirms pathway, safeguarding risk, and whether precautionary measures are needed. Reporting party is informed of all options.	Acknowledgement: 2 working days. Assessment: 5 working days.
3. Investigation	Trained independent investigator gathers evidence from all parties. Both parties may be accompanied. Civil standard of proof applies.	Target: 30 working days from formal initiation
4. Outcome and appeal	Written outcome with reasons issued to both parties. Sanctions applied if allegation upheld. Both parties may appeal on grounds of procedural	Appeal submitted per relevant procedure timescale

Stage	What happens	Timescale
	irregularity, new evidence, or disproportionate outcome. Appeal heard independently.	
5. External review	Students may request OIA review after Completion of Procedures letter. Staff may have recourse to Employment Tribunal. OfS may be contacted where regulatory obligations appear unmet.	Following exhaustion of internal stages

Appendix D: Support Services

LAAT internal support

Service	Who it is for	Contact
HR Department	Staff	hr.enquiries@laat.ac.uk
Designated Safeguarding Lead (DSL)	Students and staff	safeguarding@laat.ac.uk
Student Experience Manager	Students	Parleen.arora@laat.ac.uk

External specialist support

Organisation	Helpline	Who it supports
Rape Crisis England and Wales	0808 500 2222	Anyone who has experienced sexual violence or abuse; 24/7
The Survivors Trust	0808 801 0818	Survivors of sexual violence and their supporters
SafeLine	0808 800 5005	Male survivors of sexual abuse and rape
National Stalking Helpline	0808 802 0300	Anyone experiencing stalking behaviour
Galop	0800 999 5428	LGBTQ+ people experiencing abuse, violence, or harassment
Victim Support	0808 168 9111	Anyone who has been a victim of crime
National Domestic Abuse Helpline	0808 2000 247	Anyone experiencing domestic abuse; 24/7
Men's Advice Line	0808 801 0327	Men experiencing domestic abuse
Police — emergency	999	Immediate risk of harm

Organisation	Helpline	Who it supports
Police — non-emergency	101	Reporting a crime that is not an emergency

20. References

- Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023.
- Sexual Offences Act 2003; Protection from Harassment Act 1997; Stalking Protection Act 2019; Serious Crime Act 2015.
- Higher Education (Freedom of Speech) Act 2023.
- UK GDPR and Data Protection Act 2018.
- OfS (2023). Condition E6: Harassment and Sexual Misconduct. Office for Students.
- OIA (2022). Good Practice Framework: Handling Complaints and Academic Appeals. Office of the Independent Adjudicator.
- UUK (2022). Changing the Culture: Tackling Harassment and Hate Crime in Higher Education. Universities UK.
- ACAS (2024). Discrimination and the Law.
- CIPD (2024). Managing Workplace Conflict and Investigations.