

RESPONDING TO SEXUAL VIOLENCE WHILE ON REMOTE FIELD TRIPS

Emergency Help

Does the reporting student need emergency medical attention?

If there is no immediate risk, DO NOT call the police or ambulance service without the explicit consent of the student concerned (unless under 18yrs)

Managing needs of the group where both accused and reporting students are on the trip :

1. Find a separate, safe space for both the reporting student and the accused student away from each other and the rest of the group
2. Allow both parties to speak to you at their own pace
3. Take concise notes using the student's words only and do not include any opinion – see guidance for taking a disclosure below.

Consider the needs and wishes of both parties –

Does either party wish to return home?

If both wish to stay, can the trip be managed to allow for this? E.g. Do both parties have to be in close proximity?

If yes, how does the reporting student feel about this?

If both parties wish to return home, can this be facilitated safely so that neither have to come into contact with each other?

See Annex A for further guidance. You can also contact the University to assist in any decision-making.

REMEMBER: A senior member of the Student Services Team is available 24 hours a day should you need to discuss the matter. During GMT working hours - +44 1782 734481, outside of GMT working hours, please contact Keele Security +44 1782 733004, who will be able to contact the senior team.

Guidance for those taking a disclosure

- * Take student somewhere quiet where you will not be interrupted, if this is possible. If the student is accompanied, check if the third party is still welcome.
- * Listen to the student without asking unnecessary questions – only ask for enough information to identify the nature of the incident, and if it happened on field trip, the name of the accused student. Notes can be brief - date, time, location of incident *and* disclosure, as well as brief description of incident (who, what, when, where) and a record of support offered (there is list of resources for survivors in this pack). **Use the student's words only.** Any account could be used by the police/courts at a later date.
- * Be non-judgemental and compassionate - stay calm - you don't need to investigate or counsel at this stage.
- * Allow them to talk and concentrate on what they're saying without getting distracted by what you will say or do.
- * Give the student the resources leaflet – make it clear that they are in control and that dedicated support is available at Student Services.

Student Options on Return

Support for the reporting student

The Sexual Violence Prevention and Support Team in Student Services are available to provide ongoing support, whether or not the student wishes to make a formal complaint to the University.

The student may also access specialist support outside of the University in the local area:

Savana provide support and counselling to survivors of sexual assault, as do **Staffordshire Women's Aid** and **SurvivorsUK** (based in Manchester and work with male survivors).

Reporting to the University

The student can make a formal complaint to the University Discipline Team where the accused person is a student at Keele.

An investigation will be conducted which will include collecting statements and interviews with both parties, and any witnesses with relevant information. Any relevant social media and CCTV will also be collected.

Please remind the student to keep hold of any relevant social media.

If the student feels anxious about being on campus, the Serious Incident Officer can work with the student to put measures in place to mitigate this.

Support for the accused student

Where an official complaint is made against a student, they are encouraged to seek support from ASK at Keele Students Union.

Emotional support is available from Student Services, the Counselling & Mental Health Team and the Chaplaincy Team.