

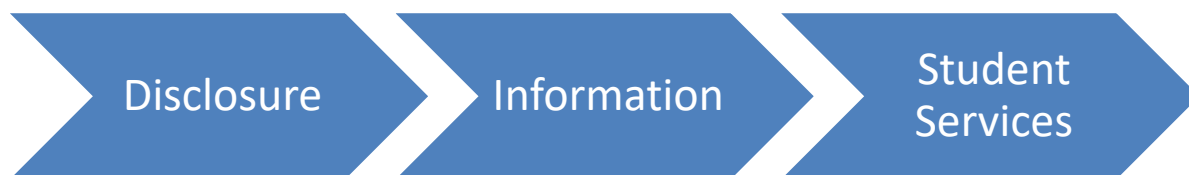
RESPONDING TO SEXUAL VIOLENCE WHILE ON UNIVERSITY FIELD TRIPS

Responding to an allegation of sexual violence between students on a field trip will feel like a daunting task. However, support and advice is available from Student Services 24 hours a day.

Staff should work with both the reporting and accused students to answer as many as possible of the following questions so that this can inform decision making related to what happens next. It is *not* expected that you will have the answers to *all* of the questions, and you do not have to probe if the student is reluctant to share, but please fill in as many as possible based on your knowledge of the situation so far.

REMEMBER: A 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 Student Services team member on call.

Once you have got as much information as possible, if you feel it is unclear as to next steps, please seek further advice from Student Services.



Student name/number:

Date, time and location of disclosure, and who was present:

Please give brief description of the allegation, using the words of the reporting student:

Preliminary questions:

1. Does the reporting student wish to return home?
2. Does the reporting student **need** to return home for medical reasons? (For example, where there are injuries which need medical treatment which cannot be provided on the fieldtrip, or where there are immediate mental health concerns)
3. Does the accused student wish to return home?

If both parties wish to stay on the field trip:

1. Does the reporting student feel safe in the presence of the accused student?
2. Can both parties be separated effectively for the remainder of the trip?
3. Are there any wider risks to the group which need to be considered? This might include, the risk of repeated behaviour, or the risk to a group which is divided between two sides.

When considering risk:

Did the misconduct involve -

- Sexual touching?
- Physical violence?
- Threats and/or intimidation?
- Control or coercion?
- Abuse of power?
- Repeated or persistent harassment?

Have you received more than one complaint about the same individual?

Is the rest of the student group aware of the allegation? If so, how have they reacted?

Has the accused student tried to coerce or influence the reporting student in relation to their disclosure? Or do you think this is likely during the remainder of the trip?

Has there been any signs of retaliation from either party, or from their friends? Or do you think this is likely during the remainder of the trip?

Are there any other significant factors which need to be considered?