

* Take student somewhere quiet where you will not be interrupted. If the student is accompanied, check if the third party is still welcome. Let a colleague know you are seeing a student in crisis.

* Notes can be minimal- date, time, name of student, alleged perpetrator and record of support offered. Memories may be fragmented and reinterpreted. Any account could be used by the police/courts at a later date.

* Listen to the student without asking questions - stay calm - you don't need to investigate or counsel at this stage. Any suspicion of coaching, influencing or interpreting their account can be detrimental to a future case.

* 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 they do not have to report it to the police or the university if they do not want to, but that dedicated support is available at Student Services.

Student Reporting Options

Student wants to report to police On campus: Student can call police through security so they can guide police to location – (01782 7)33004 Off campus - dial 101 if no immediate danger.

A Specially Trained Officer (STO) will be able to take initial forensics and the student may then be referred to the SARC at Grange Park (Cobridge) Student may wish to take a friend and a change of clothes.

The Sexual Violence Prevention and Support Team are available to provide ongoing support, whether or not the student wishes to report.

Student unsure whether to report to police

If the assault took place within last 7 days, student may still be referred to the SARC at Grange Park (Cobridge) so that forensic evidence can be preserved for a future decision. Selfreferral appointments can be made Mon-Fri, 9am-5pm - 0300 7900 166. Make sure medical needs (risk of STIs/ pregnancy) are addressed - GP, pharmacy, or telephone 111 for nonemergency medical help. The Sexual Violence Prevention and Support Team are available whether or not the student wishes to report. External advocacy and support for recent or historical abuse is available locally at Savana - 01782 433205

Student does not want to report to police or it is past the 7 day deadline for forensics

Remember medical treatment may still be needed - GP, pharmacy, or telephone 111 for non-emergency medical help.

Support is available at Keele University, in the local area, and online – see the Resources leaflet for more info, or refer to Student Services Sexual Violence Prevention and Support Team who can both support or make onward referrals with the agreement of the student.