

Reporting Form Guidance Notes

You should complete this form if you would like to:

1. Report an incident(s) where the person(s) identified is a member of the LIBF community, (i.e. a student or staff member, or person acting on behalf of or representing LIBF) and you want the LIBF to investigate in response to the incident.
2. Report an incident(s) where the person(s) identified is not a member of the LIBF community, but you would like access to support and advice, including what action you can take if you want to report the incident to the Police.
3. Report an incident(s) (anonymously or otherwise) where you do not want any action to be taken by the LIBF, but you would like access to support and advice, including what action you can take if you want to report the incident at a later stage.

Completing this form:

You should complete the form as truly as possible to the best of your understanding. The more information you provide in the form, the less questions the person investigating may need to ask you about the incident during their investigation. If there is more than one incident related to the person(s) you are reporting, please specify this in the form. If there were witnesses in relation to the incident(s) who are willing to be contacted, please include their details in the form. The person investigating the matter will use the evidence you provide in the form as an account of your experience of the reported incident. You will also have the opportunity to talk with the person investigating the matter.

Please note:

Anonymous reports will be recorded for information and monitoring purposes. The LIBF is only able to open an investigation at your request if you are happy for the person(s) you are reporting to be told of the allegation against them and that you have made the report. If you would like to remain anonymous, the LIBF will be unable to contact you to offer support and advice, although you can request help outside of this procedure at any time by contacting the appropriate Safeguarding Lead.

Upon receipt of a report using this form an investigation will be conducted. Depending on the outcome of the investigation, a decision will be made as to whether further action via another process e.g., disciplinary is appropriate. The LIBF does not have the legal investigatory powers of the Police and cannot determine criminal guilt. The LIBF's internal process cannot, therefore, be regarded as a replacement for a Police investigation or criminal prosecution.

Privacy and Confidentiality:

The LIBF recognises the importance of privacy and will attempt to maintain the highest levels of confidentiality. Your choices following an incident (including whether you want the LIBF to take any action, and/or whether the matter is reported to the Police) will also be recognised. However, there may be situations that require the LIBF to divulge information to a third party or act upon certain information in order to meet its legal Duty of Care obligations. For example, situations where there is significant concern about your immediate health and safety or where there is a potential risk to other

members of the LIBF community. Where the LIBF have to share information with a third party you will be made aware of this beforehand, where it is feasible to do so.

Supporting Documentation:

If you have any supporting documentation concerning the incident(s) you would like to report, please confirm this on the form and the LIBF may request this from you during the investigation process. This could include videos, e-mails, text messages, chat/messenger logs, screenshots of online material (Facebook, etc.), and anything else that supports the allegations you are making. If you do supply supporting documentation, this may be shared with the person you are reporting as part of any formal investigation.

Outcome:

In this section of the form, please indicate what action(s) you would like to be taken following this process. This may include for example, access to LIBF support services, advice/referral for specialist support outside of the LIBF, a disciplinary response and 'no contact' arrangements/orders etc.

What happens next?

Once your reporting form is received, depending on what you have provided in the form, you may be contacted by a member of the Safeguarding Team who will advise you about your options regarding accessing help and support.

If you have requested that the LIBF formally investigate the incident, you will be contacted by the person chosen to carry out the investigation. Please be aware that this could be an independent investigator not employed by the LIBF. Any investigation will be undertaken as promptly as possible, usually with 20 working days following receipt of your reporting form. The LIBF may hold an initial review meeting to consider any safety measures necessary to support all concerned whilst the investigations take place. Any measures taken will be considered in a non-judgemental manner and without prejudice to all parties involved.

As part of any investigation, the person(s) you have reported will be given formal notification of the allegations made against them. They will also be advised of the procedure being followed and requested to meet with the person conducting the investigation. During that meeting the investigation process will be clarified and the details of the allegation against them will be confirmed. The person(s) you have reported will be given a full and fair opportunity to clarify or describe their version of events in response to the allegation made against them.

Once the investigation has taken place, you will be informed of the outcome and any further action that might be taken.