

Reporting Form

Before completing this form, please read the guidance notes which explain how to complete the form and what will happen after you submit your report.

Please save a copy of this form to your computer and complete it on-screen before emailing it to **staffreporting@libf.ac.uk**. Alternatively, you can print a copy to complete in BLOCK capitals and scan and email it to **staffreporting@libf.ac.uk** or post to: The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent CT1 2XJ United Kingdom.

YOUR REPORTING OPTIONS

Please select an option

- I would like to report an incident(s) and would like the LIBF to take formal action
- I would like to report an incident(s) but do not want any action to be taken by LIBF
- I would like to report an incident anonymously

Please be advised that where the LIBF identifies a potential risk to other members of the LIBF community in relation to your report, they may take follow-up action under their legal duty of care to minimise any risk to others.

Are you making a report for yourself, on behalf of someone else or as a witness to an incident(s)?

- Myself
- On behalf of someone else

If you are making a report on behalf of someone else, please confirm if you have their permission

- Yes
- No
- As a witness to an incident(s)

Would you like access to any help and support from the LIBF (for example signposting to welfare services, counselling etc) regarding the incident(s)?

- Yes
- No

YOUR CONTACT INFORMATION

Name _____ LIBF number (if applicable) _____

Email Address _____ Contact telephone number _____

DETAILS OF THE PERSON(S) YOU ARE REPORTING, IF KNOWN

Their name _____ Their gender Male / Female

Their relationship to you (for example friend, partner, lecturer, stranger, other member of staff)

DETAILS OF THE INCIDENT

Please be aware that the information you give concerning the incident(s) will be shared with the person(s) you have reported when they are told of the allegations against them.

Date, time and location of incident(s)

Please provide details of the incident(s)

If applicable, please provide details of any witnesses to the incident(s), and if they are happy for us to contact them regarding the incident(s)

Have you notified the Emergency Services (including the Police)

- Yes
- No
- I don't want to notify the Emergency Services at this stage

SUPPORTING DOCUMENTATION

Do you have any supporting documentation in relation to the incident(s) that you are happy to provide to the LIBF if requested?

- Yes
- No

CONSENT

I consent to the information I have submitted in this form being processed, stored and confidentially shared by the LIBF for the purposes of investigating the reported incident(s) and/or to provide me with appropriate advice and support if I have requested this.

- Yes
- No

I understand that details of the incident provided in this form may be shared with the person(s) identified within this form who I am reporting. I also understand that the LIBF may confidentially share information regarding the incident to third parties (e.g., Police) where required to do so. (You will always be made aware where there is a need to share personal or sensitive information relating to this report).

- I agree to the above statement