

How to report inappropriate behaviour

What happens when you report through Report + Support

Est.
1841

YORK
ST JOHN
UNIVERSITY

Step 1

Visit Report + Support webpage.
You can make a report in two ways:

1 Report to an advisor

You can either speak to somebody about support available, and information about next steps OR you can ask for the matter to be reviewed to see if the threshold for disciplinary action is met.



2 Report anonymously

Anonymous reports allow us to identify trends or patterns of behaviour which can be addressed, but we are often not able to take action. You can, but do not need to, provide your name or contact details.



Step 2

Your report is read and triaged by our team.

If you have requested support and information, one of our Welfare Advisors will be in touch. If you have requested disciplinary action, a Casework Investigator will be in touch to discuss your report.



Step 3

If your report has identified a need for disciplinary action, the University Disciplinary Officer will determine next steps, for example:

- An investigator may be assigned to investigate the report further. You will also be signposted to internal and external support (for example a Welfare Advisor or Sexual Violence Liaison Officer).



- The matter may be referred to a more appropriate process, for example misconduct in accommodation policy, fitness to practice or the students' union disciplinary policy.



- If the report involves a member of staff, it will be referred to HROD.



- If the threshold for investigation has not been met, the Disciplinary Officer will explain why. You will also be given advice and referred for support from the Wellbeing and Welfare Team.



Step 4

Provisional action:

In very serious cases, for example where there is police involvement or strong evidence of inappropriate behaviour, the Disciplinary Officer will meet with the student whose behaviour has been reported to discuss temporary measures. These measures include, but are not limited to: campus access, changes to study, changes to University accommodation arrangements, or temporary suspension.



Step 5

If an investigator is assigned, action and/or an investigation will take place, depending on the inappropriate behaviour reported:

- **Informal action:** for example, a reminder to the student about expected standards of behaviour.
- **Level 1 investigation:** in the case of minor misconduct, such as minor disruptive behaviour or damage to University property.
- **Level 2 investigation:** in the case of repeated minor misconduct or serious misconduct reports, including harassment, sexual misconduct, or violence. A Level 2 investigation can result in a Disciplinary Hearing.

Investigations take place under the Student Behaviour and Disciplinary Policy. You will be kept up to date throughout the process.



Step 6

Following an investigation, all parties are informed of the outcome of the investigation and are offered appropriate support.

Depending on the level of misconduct and the results of the investigation, outcomes for the reported student can include:

- Verbal or written warnings
- Restitution of any damage caused
- Enforced suspension
- Exclusion from specific University facilities or activities
- Expulsion

More than 1 sanction may be applied. Previous misconduct may be taken into account in deciding the appropriate sanction.



Visit the Report + Support webpage to find out more:
reportandsupport.yorks.ac.uk

