

REPORTING ABUSE & HARASSMENT

ADVICE FOR STUDENTS

Our properties and facilities are used on a daily basis by staff, students, prospective applicants, contractors, customers and other visitors. Everyone using our properties and facilities has the right to do so without fear of abuse and/or harassment. On very rare occasions, users of our campuses may believe they have been the subject of physical or threatening verbal abuse and/or harassment. This document aims to provide advice on what you can do if you are a victim of abuse and/or harassment whilst using our campuses and outlines how your complaint will be handled.

How and to whom incidents should be reported

If you have been the subject of any form of physical or threatening verbal abuse and/or harassment by another individual you are advised to inform a member of staff such as your programme leader, personal development tutor or the Appeals, Complaints and Conduct Manager (complaints@napier.ac.uk or tel 0131 455 2396) as soon as is possible.

You may also wish to consider using our [Report and Support function](#).

What we will do when we receive a report of abuse or harassment

As soon as possible, the incident should be reported to the Appeals, Complaints and Conduct Manager who will then inform the appropriate Dean of School/Director of Service.

The reporting of an incident involving a **student** will be investigated in accordance with the [Student Conduct Regulations](#).

The reporting of an incident involving a **member of staff** will be investigated in accordance with the appropriate Human Resources procedure.

Where the complaint concerns a campus user who is **not** a member of Edinburgh Napier University staff or a matriculated Edinburgh Napier University student, such situations will be dealt with on a case by case basis. If the individual concerned is a contractor, the individual's employer will be consulted.

With regard to reports of serious misconduct, those that may also constitute a criminal offence, the police may be contacted.

Where there is an incident where a student(s) and a member(s) of staff require investigation under the respective procedures

The management of the member(s) of staff concerned, the Dean of School of the student(s), Human Resources staff and the Appeals, Complaints and Conduct Manager will work together to co-ordinate the investigations.

Concern for your own immediate safety or that of others

If you have been the subject of physical abuse or threatening verbal abuse and/or harassment by another campus user and you believe there is an immediate or short term risk to the safety and wellbeing of yourself or any other member of the University Community then you are advised to inform a member of security staff immediately.

Upon receipt of such a report, security may take steps to have the individual removed from the campus and will report details of the incident to an appropriate senior manager. Consideration will also be given to whether the police should be informed.

If you are off campus, you should contact Police Scotland by dialling 999 in an emergency or 101 otherwise.

How we will deal with serious allegations

Where a serious incident reported concerns a student:-

The Dean of School should consult with the Principal or their nominee with regard to invoking section SC3.5 of the [Student Conduct Regulations](#) with immediate effect thus allowing for the partial exclusion of the student whilst a decision on how to progress the matter is made.

Where an incident reported concerns a member of staff:-

Human Resources and the appropriate senior manager will make a decision on whether the member of staff subject to the complaint should be suspended with immediate effect in line with the appropriate Human Resources procedure.

Where an incident reported concerns a campus user who is not a member of staff or a student:-

The Dean of School/Director of Service concerned will liaise with a member of University Leadership Team to discuss the appropriate form of action to take.

List of Useful Contacts: -

To report an incident or suspected breach of regulations:

Email complaints@napier.ac.uk or telephone 0131 4552396

Security (for emergencies on university premises):

Tel: 0131 455 6119 or e-mail: SecurityControl@napier.ac.uk

Police Scotland (for off campus emergencies)

Tel: 999 in an emergency or 101 otherwise

Accommodation Services (for anything occurring at or related to the University's student residences):

Tel: 0131 455 3713 or e-mail: accommodation@napier.ac.uk

Advice on Student Conduct Regulations:

Appeals, Complaints and Conduct Manager

Tel: 0131 455 2396 or e-mail: complaints@napier.ac.uk

Wellbeing Support

<http://my.napier.ac.uk/talkinghelps>

Independent advice and support for students:

ENSA Advice

Tel: 0131 229 8791 or e-mail: ensa.advice@napier.ac.uk

To report allegations against anyone:

Tel: 0131 455 2396 or e-mail: complaints@napier.ac.uk

Report and Support

<https://my.napier.ac.uk/Wellbeing-and-Support/Pages/Report-and-Support.aspx>

External Support

[Bullying & Harassment](#)

[Cyber Bullying](#)

[Sexual Assault](#)

[Stalking](#)

[Stress, Anxiety and Depression](#)