

REPORTING ABUSE & HARASSMENT

ADVICE FOR STAFF

Our campuses are used on a daily basis by staff, students, prospective applicants, contractors, customers and other visitors. Everyone using our campuses has the right to do so without fear of abuse and/or harassment. We want users of our campuses to understand how they can report 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 of abuse should be reported

If you have been the subject of physical or threatening verbal abuse and/or harassment by another campus user you are advised to inform your line manager as soon as possible after the incident.

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

Where the incident reported concerns a student:-

As soon as possible, the incident should be reported to the complaints team (complaints@napier.ac.uk) who will then inform the appropriate Dean of School.

The matter will be investigated in accordance with the [Student Conduct Regulations](#).

The reporting of an incident involving a student may result in their suspension whilst the investigation is taking place. The outcome of the investigation could lead to sanctions against the student concerned, including temporary or permanent exclusion from the University. For more serious incidents, where the matter also constitutes a criminal offence, the police may be informed.

Where the incident reported concerns member of staff:-

Report the incident to your line manager who should inform your Human Resources Partner who will then inform the management of the individual reported. Human Resources will work with the management to ensure that the matter is dealt with via the appropriate Human Resources procedure.

The reporting of an incident involving a member of staff may result in their suspension whilst the investigation is taking place. The outcome of the investigation could lead to sanctions against the member of staff concerned, including suspension and dismissal. For more serious incidents, where the matter also constitutes a criminal offence, the police may be informed.

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

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 but should be reported to the appropriate Dean of School/Director of Service. If the individual concerned is a contractor, the individual's employer will be consulted. For more serious incidents, where the matter also constitutes a criminal offence, the police may be informed.

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 complaints team will work together to co-ordinate the investigations in line with the appropriate procedures.

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.

Where an 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 [Staff Disciplinary 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

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

e-mail: accommodation@napier.ac.uk

Advice on Student Conduct Regulations:

Tel: 0131 455 2396

e-mail: complaints@napier.ac.uk

Wellbeing Support for Students

[Wellbeing Support and Inclusion \(napier.ac.uk\)](http://www.napier.ac.uk/wellbeing-support-and-inclusion)

Independent advice and support for students:

ENSA Advice

Tel: 0131 229 8791

e-mail: ensa.advice@napier.ac.uk

Wellbeing Support for Staff

<http://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/default.aspx>

To report allegations against students:

Tel: 0131 455 2396

e-mail: complaints@napier.ac.uk

To report allegations against staff:

Tel 0131 455 3344

e-mail:

humanresources@napier.ac.uk