



## MISSIO DEI COLLEGE - ANTI-HARASSMENT

### College Statement

Although the policy covers all areas of AoG Inc's organisation, this appendix is included to provide additional understanding to all College-specific parties, from students and academic workers through to regulatory bodies including the Office for Students and University of Chester.

As one of the primary objectives of AoG Inc is advancement of the Christian faith, and the College (Missio Dei) is specifically focussed on preparing people for leadership in the Church, we expect there to be a commitment to the highest standards of behaviour, particularly with regards to this policy, a commitment to ensuring a safe, welcoming, and inclusive environment, free from harassment or bullying. This includes a zero-tolerance approach to sexual harassment.

### Scope

For the avoidance of doubt, this policy covers bullying, harassment and sexual misconduct involving students.

A student is anyone registered to one of our College courses, including short courses, and this policy covers all elements related to their course such as placements, mission trips, conferences etc.

### Reporting College Incidents: Informal Resolution

There may be cases where an incident of bullying, harassment, or sexual misconduct occurs, which is able to be resolved informally. Workers should follow 3.1 of this policy (page 3). Students should raise their concerns with the Student Liaison Officer (SLO) in the first instance.

Where it is not possible to make a formal complaint to the above named person, for example where they are the alleged perpetrator, we would encourage you to raise your complaint as soon as possible to the Vice Principal (Academic).

During an informal meeting to discuss the incident, we will ensure that the student involved is listened to patiently and respected throughout. The aim of this meeting is to ensure the student feels supported, establish the facts of the incident and agree the most appropriate way forward for all parties. Another appropriate member of staff should be present to facilitate any meeting and take notes.

Depending on the nature of the complaint, AoG Inc, via the College, may deem it necessary to investigate further.

## Reporting College Incidents

If a student feels that they have experienced or witnessed bullying, harassment or sexual misconduct, either by a member of staff or another student, they should follow the process set out in the College-specific Appendix of the AoG Complaint Management Policy. Response to the complaint will follow the steps set out in that appendix.

If a member of staff feels that they have experienced or witnessed bullying, harassment or sexual misconduct by another member of AoG Inc. staff, they should follow the procedures set out in Part 3 above (p3-4).

If a member of staff feels that they have experienced or witnessed bullying, harassment or sexual misconduct by a student, they should bring the matter to the attention of the AoG Staff HR Officer as a formal written grievance, and their confidential helper can assist in this.

Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged perpetrator, we would encourage you to raise your complaint as soon as possible to the most appropriate Vice Principal.

If possible, you should keep notes of the incident(s), so that the written complaint can include:

- the name of the alleged perpetrator;
- the nature and details of the alleged incident;
- the dates and times when the alleged incident occurred;
- the names of any witnesses;
- any action already taken by you to stop the alleged behaviour, if possible.

When the College has received a formal complaint, it will take action to separate the person from the alleged perpetrator to enable an uninterrupted investigation to take place. This may involve a temporary change for the alleged perpetrator to another study area or suspension without prejudice until the matter has been resolved.

On conclusion of the investigation, which will normally be within 5 working days of the meeting, a report of the findings will be submitted to the College staff member who will hold the grievance meeting.

The person making the allegations will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had an opportunity to read the report.

The person has the right to be accompanied at such a meeting by a staff colleague and must take all reasonable steps to attend.

Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

The person will be able to put their case forward at the meeting and the manager will explain the outcome of the investigation. The person has a right to appeal the outcome, which is to be made to the Vice Principal (Academic) within 5 working days of receiving the outcome.

If the decision is that the allegation is substantiated, the perpetrator will be liable to disciplinary action in accordance with relevant AoG Inc or College procedures.

It is possible that complaints may also lead to a criminal investigation. In such cases, AoG Inc will continue its own investigation, including the enforcement of disciplinary proceedings (if applicable), unless otherwise directed by the police.