

Dealing with harassment, bullying, and other misconduct

Guidance for societies and student groups

The Students' Association takes a zero-tolerance approach to harassment, discrimination, bullying and other misconduct, and this includes our affiliated societies, subcommittees, and other student groups. We want students to feel safe and supported throughout their entire university experience, including all our activities.

All of our affiliated student groups receive the Got Consent? Leadership training, which includes guidance on bystander intervention and identifying and responding to potentially harmful situations.

When serious situations arise, we encourage student groups to reach out for advice as soon as possible before acting informally to avoid making the situation worse and putting themselves or other people in harm's way. Any student group can reach out for advice (whether affiliated or not – although unaffiliated groups may be subject to a different set of policies to those that are affiliated).

This guidance is intended to be supplementary to the Got Consent? Leadership training, highlighting what you can do when situations where formal or more serious action might be required.

1. Evaluate the situation

Is it an emergency? If so, you should contact the Security and Response Team, Wardens, Student Services, or Emergency Services.

Can you use bystander intervention?

Direct action, distract, delegate, delayed action

2. Get Support

Do you or someone else need support? Dealing with situations like harassment and bullying can be difficult and stressful and you don't have to cope with that alone.

You can always contact Student Services or other support services to talk about your situation (including if you're worried about someone else).

Email: TheASC@st-andrews.ac.uk | st-andrews.ac.uk/students/advice | 01334 46 2020

3. Get Advice

We encourage student groups to seek advice when potential issues of harassment, bullying or other misconduct arise. This is to ensure that the situation isn't accidentally made worse,

and that support is available when needed.

The Student Conduct Officer or the Students' Association Education Advocate can both provide advice on the options available to student groups in the first instance.

Reaching out to the Students' Association or the Student Conduct Officer for advice does not start a formal disciplinary process straight away. You can reach out to them confidentially for advice and choose not to take any further action.

Education Advocate (Students' Association): HelpHub@

Student Conduct Officer (University): discipline@

You'll be advised on what options will be best for your situation, but to get an idea, one of the following could be suggested:

- **Advice on bystander intervention** and other informal actions you could take
- **Students' Association Disciplinary Process:** this would follow the Students' Association's disciplinary procedure and likely go through the student Disciplinary Committee. This process can deal with cases that took place in the Union or at events of affiliated student groups, where the appropriate outcome would be action that could be taken by the Students' Association (e.g., bans from the premises, fines, etc.).
- **University Disciplinary Process:** this would follow the University's disciplinary procedures for anything that involves a student (if your complaint involves a member of staff, you will be directed to HR). A risk assessment may be conducted to see what precautionary action needs to be taken to ensure the safety of those involved, including support like arranging emergency accommodation or a non-contact arrangement if needed. This might be suggested where the appropriate outcome would be action that the University could take (either as a discipline outcome or precautionary and supportive measures for those involved).
- **Reporting to the police:** where the situation might be criminal, and this is something that the reporting party wants. The University provides support to students when reporting to the police and will still conduct a risk assessment to see what precautionary action needs to be taken to ensure the safety of those involved. The University or Students' Association's disciplinary process would be paused after a risk assessment while a criminal investigation takes place.

The most appropriate process depends on the situation and the needs of those involved, but the Student Conduct Officer and the Students' Association Education Advocate can provide advice on the best course of action.

Support & Resources

Emergency Support

Information about the support available in emergencies and urgent situations is available here: <https://www.st-andrews.ac.uk/students/advice/counselling/incrisis/>

Sexual Misconduct – Advice and Guidance for Students

<https://www.st-andrews.ac.uk/students/advice/personal/sexual-misconduct/>

Report and Support Tool

<https://reportandsupport.st-andrews.ac.uk/>

Student Services

<https://www.st-andrews.ac.uk/students/advice/>

Chaplaincy

<https://www.st-andrews.ac.uk/chaplaincy/pastoralcare/>

Nightline

<https://www.st-andrews.ac.uk/nightline/>

Students' Association Advocacy Service

<https://www.yourunion.net/support/education/>

Students' Association Support Hub

<https://www.yourunion.net/support/>

Got Consent?

<https://www.yourunion.net/representation/stand-together/got-consent/>

Relevant University Policies and Guidance

Non-Academic Misconduct Policy

<https://www.st-andrews.ac.uk/policy/student-administration-non-academic-discipline/internal/non-academic-misconduct-policy.pdf>

Student Conduct Risk Management Policy

<https://www.st-andrews.ac.uk/media/registry/policydocuments/Student%20Conduct%20Risk%20Management%20Policy%202020.pdf>

Student Harassment and Bullying Policy

<https://www.st-andrews.ac.uk/policy/student-administration-non-academic-discipline/student-harassment-and-bullying-policy.pdf>

Policy statement related student to sexual misconduct

<https://www.st-andrews.ac.uk/policy/student-administration-non-academic-discipline/policy-statement-relating-to-student-sexual-misconduct.pdf>

Relevant Students' Association Policies and Guidance

Standing Orders and Affiliation Agreement for Societies

<https://www.yourunion.net/activities/societies/affiliate/>

Discipline Policy

<https://www.yourunion.net/pageassets/about/policies/Laws-March-2021-v2.pdf#page=45>

Zero Tolerance Policy

<https://www.yourunion.net/about/policies/zero-tolerance/>

Public Interest Disclosure (“Whistleblowing”)

<https://www.yourunion.net/pageassets/union/staffdocuments/downloads/PID2018.pdf>

Equality and Diversity Policy

<https://www.yourunion.net/pageassets/representation/councils/J19-4-Motion-for-the-adoption-of-an-Equality-and-Diversity-Policy.pdf>

Review

This guidance should be reviewed once a year and whenever the associated policies and guidance are updated. The Director of Wellbeing and Students' Association Education Advocate will take responsibility for reviewing this document.

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