

Your Safety Matters: Understanding Harassment and Sexual Misconduct at Corndel College London

This document is the 'single comprehensive source of information' required by the [Office for Students](#) (OfS registration condition E6). We are committed to making your experience at Corndel College London (CCL) safe, respectful, and inclusive.

A. What Is Harassment and Sexual Misconduct?

1. CCL defines harassment and sexual misconduct in accordance with its Safeguarding Policy, Anti-Bullying and Harassment Procedures and as outlined in relevant UK legislation.
2. **Harassment** refers to any unwanted behaviour related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This definition aligns with the Equality Act 2010 and includes harassment by association or perception.
3. **Sexual Misconduct** encompasses all forms of unwanted conduct of a sexual nature. This includes, but is not limited to:
 - Sexual harassment, as defined in Section 26(2) of the Equality Act 2010.
 - Sexual assault and rape, as defined in the Sexual Offences Act 2003.
 - Unwanted physical sexual advances, as described by the Equality and Human Rights Commission in *Sexual Harassment and the Law* (2017).
 - Coercion or the promise of benefits in exchange for sexual favours, also as defined by the Equality and Human Rights Commission.
 - Sharing private and explicit images or videos of someone without their consent, as defined in the Criminal Justice and Courts Act 2015.

B. Reporting Harassment and Sexual Misconduct

4. Students can report an incident of harassment and/or sexual misconduct either by speaking directly with their PDE or by emailing the Safeguarding Team (safeguarding@corndel.com). Staff members can report an incident of harassment and/or sexual misconduct either by speaking directly with their line manager or by emailing the Safeguarding Team (safeguarding@corndel.com).

Staff members can also report an incident of harassment and/or sexual misconduct to Human Resources by sending an email to hr@corndel.com.

5. The Safeguarding Team provides a safe and confidential way for both students and staff to report incidents such as bullying, discrimination, harassment, hate crime, or sexual misconduct. You can choose to speak with a Safeguarding Lead, who is a trained advisor who can guide you through the available reporting options and support services, helping you make an informed decision about what to do next.

c. What Happens After You Report?

6. The following policies guide how we handle claims of harassment and sexual misconduct at CCL.
7. Safeguarding Policy and Anti-Bullying and Harassment procedures: These documents explain what harassment and sexual misconduct are and outlines our approach to preventing and addressing these issues.
 - i. **For Students:** The CCL Student Conduct Procedure may be employed to address cases of harassment or sexual misconduct committed by a student, against another student or a member of staff.
 - ii. **For Staff:** The Staff Disciplinary Procedure may be employed to address cases of harassment and sexual misconduct made by staff against another staff member or a student.

D. How We Manage Your Information

8. We understand that speaking up about harassment or sexual misconduct can be difficult. That is why confidentiality is a key priority in how we handle disclosures.
9. When you report an incident as set out in Section B above, CCL will take all reasonable steps to protect your privacy. Your information will only be shared on a strictly need-to-know basis, and you will be kept informed about development as it pertains to your case.

10. There may be rare situations, such as when someone is at serious risk, where we may need to share information with other teams or external agencies. If this happens, we will aim to keep you involved and supported throughout.

11. Here is what you can expect:

- Your disclosure will be handled with care and confidentiality.
- Information is only shared if absolutely necessary.
- You will be told what is happening with your report.
- You can withdraw from the process at any time.

E. Support for You

12. Whether you are reporting or responding to a case, we are here to support you. When reporting an incident, you will be provided confidential guidance on the available reporting options and support services.

13. CCL students and staff have access to [Qwell](#), a free and confidential online wellbeing service that offers one-to-one support, self-help resources, and information to help manage mental health and wellbeing. Staff members also have access to CCL's Employee Assistance Programme.

14. A wide range of support is available both within and beyond the CCL community for students and staff who have experienced harassment or sexual misconduct. Further details are available in the Student Support Directory for students and on Compass for staff.

15. There are also a range of external organisations and charities available to support individuals throughout and beyond the process, which are listed in Section J below. .

F. Training

For students	For staff
<ul style="list-style-type: none"> Students will be made aware of the Safeguarding Policy and the Anti-Bullying Policy and Harassment Policy as part of their induction. The Safeguarding Team will promote awareness regularly of how to disclose incidents and concerns. Students are expected to complete mandatory training/briefing. 	<ul style="list-style-type: none"> Staff will be made aware of the relevant student policies as well as the Corndel HR policies as part of their induction and ongoing professional development. The Safeguarding Team will regularly promote awareness of how to report incidents and concerns. All staff are expected to complete mandatory training/briefing. Staff in specialist roles, such as those involved in investigating complaints or providing direct support to affected individuals, will receive additional, role-specific training and guidance to ensure they are equipped to respond appropriately and sensitively.

G. Personal Relationships between CCL staff and students

16. At CCL, we prioritise the safety and well-being of our students by preventing any conflicts of interest or abuse of power that could result from intimate relationships between staff and students. We strictly prohibit such relationships, with the exception of pre-existing ones, which must be disclosed to ensure proper management of any potential conflicts.

H. Taking steps to protect staff and students

17. We are dedicated to implementing effective measures to protect students from harassment and sexual misconduct. Our initiatives include:

- i. **Analysing and publishing data:** Anonymised data related to harassment and sexual misconduct cases are regularly reviewed to establish targeted awareness campaigns and review our safeguarding policies and procedures.

- ii. **Enhancing training:** Feedback from surveys are analysed and incorporated, as required, into our online training for students and staff.
- iii. **Collaborating with students:** Students engagement with the ongoing development of our policies related to harassment and sexual misconduct is key. Student representatives contribute to the committees responsible for reviewing and approving these policies.
- iv. **Staff Engagement:** Staff engage in shaping our approach to harassment and sexual misconduct through feedback opportunities, training evaluations, and participation in relevant committees.

I. Non-disclosure Agreements

18. CCL does not employ NDAs for complaints involving sexual harassment, abuse, misconduct, or any other forms of harassment and bullying.

J. External Support Services

Service	Offering	Website
Victim Support	Offers free and confidential support to anyone affected by crime, including sexual violence, harassment, and hate crimes — regardless of whether it has been reported to the police.	https://www.victimsupport.org.uk
Rape Crisis England & Wales	Provides specialist support for women and girls who have experienced sexual violence, including access to local Rape Crisis centres and a national helpline.	https://rapecrisis.org.uk
SurvivorsUK	Offers counselling and helpline support for men, boys, trans, and non-binary people who have experienced sexual violence.	https://www.survivorsuk.org
The Survivors Trust	A national umbrella organisation for over 120 specialist rape and sexual abuse services across the UK.	https://www.thesurvivorstrust.org

Service	Offering	Website
Galop	Supports LGBTQ+ people facing sexual violence, domestic abuse, hate crime, or other forms of abuse. Offers helplines and advocacy.	https://galop.org.uk
Stop Hate UK	Provides independent, confidential support to people affected by hate crime, including racism, homophobia, transphobia, and other forms of identity-based harassment.	https://www.stophateuk.org