

**ISTITUTO MARANGONI LONDON
PREVENTING AND ADDRESSING SEXUAL
HARASSMENT AND MISCONDUCT POLICY
2025 - 2026**

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1. INTRODUCTION

This policy sets out Istituto Marangoni's approach to preventing, responding to and addressing sexual harassment and misconduct including supporting any student who is a victim or witnesses such conduct, the process for disclosure and reporting and the action it will take as a consequence. This policy applies to students. Any student who suffers from or witnesses sexual harassment or misconduct of another student should disclose or report it as set out in section eight of this policy. Equivalent policies are in place that apply to and protect members of staff and all contractors, third parties or visitors providing educational or general services are also required to comply with our code of conduct.

2. SCOPE

This policy describes what we mean by sexual harassment and misconduct, the measures we take to prevent such behaviour, how to disclose or report any instances of sexual harassment or misconduct you may have experienced or witnessed and what action we take if anyone discloses or reports such behaviour.

This policy applies to all our students enrolled on any of our programmes including MA, BA, Foundation programmes, short courses and visiting students, semester or exchange students and at any location whether face to face online or hybrid. This policy also applies to any alleged sexual misconduct or harassment involving a student taking place:

- on School premises;
- at any teaching or School related activity (including placements and educational visits);
- any social event organized by IML or student club or society
- via any medium for example internet, email, social media sites, chat rooms, text messages and instant messaging
- any activity resulting in a police investigation, charge or conviction of an offence against any student(s).

IML will also apply this policy in connection with any reported incident by a student against a member of IML staff, contractor or third party working on IML's behalf or visitor. We will also support students disclosing that they have been affected by sexual harassment or misconduct where no one from the School is directly involved by providing access or referral to specialist services including external agencies.

Any member of staff experiencing or witnessing sexual harassment or misconduct by another member of staff should refer to the Staff Bullying and Harassment Policy within the Employee Handbook. If any of the parties involve a student(s) this policy will also apply and should be referred to as appropriate.

3. POLICY STATEMENT

Istituto Marangoni is committed to providing a safe, welcoming, respectful and inclusive learning environment for all our students free from harassment, including sexual harassment and sexual misconduct, and where everyone is treated with dignity and respect. It has the same expectations for all members of our community including students, members of staff, tutors as well as visitors and our guests. Its expectations governing student behaviour are set out in its Student Code of Conduct and apply to all students. The same expectations apply to members of staff and contract tutors and are set out in its Staff Code of Conduct. It also has a Code of Conduct that applies to visitors or third parties.

The aim of this policy is to set our overall expectations, prevent and respond to incidents as they arise, ensure those affected have access to support and investigate and take action in response to reports of such incidents.

We do this by:

- setting out our expectations regarding acceptable and unacceptable standards of behaviour through this Policy and our Student Code of Conduct;
- fostering and promoting a respectful culture and learning environment that supports dignity and respect and creating an environment where students feel comfortable disclosing and/or reporting incidents of harassment and misconduct and speaking out against such behaviour;
- education and awareness raising to ensure all students understand and recognise what constitutes harassment and misconduct, what consent means and what to do if they experience or witness harassment or misconduct and the information included in this policy;
- conduct regular training and awareness raising at induction and during the student journey;
- supporting those who experience or who are affected by sexual harassment and misconduct;
- having clear and accessible processes for disclosing and/or reporting any harassment or misconduct;
- having fair and accessible investigation and disciplinary procedures;
- reviewing and monitoring the effectiveness of this policy and processes for dealing with harassment through student and staff feedback, recognised good practice and findings from casework;
- having equivalent awareness raising and training to all members of staff and contract tutors to ensure they understand what constitutes harassment and sexual harassment, are aware the policy and how to apply it;
- seeking to minimise any contributory factors that may directly or indirectly facilitate sexual harassment or misconduct.
- providing specific training for members of staff with specific roles in applying this policy including those supporting students, leading investigations and or enacting the disciplinary procedures.

4. DEFINITIONS AND TERMINOLOGY

Harassment is prohibited by law and is defined as¹:

any unwanted sexual conduct, activity or behaviour with the purpose of:

- i. violating someone's dignity, and/ or
- ii. creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to one or more of the following protected characteristics:
age, disability gender reassignment, race, religion or belief, sex or sexual orientation

4.1. Sexual Harassment

Sexual Harassment is any unwanted sexual conduct of a sexual nature including activity or behaviour and can involve different types of communication including face to face, telephone, written or digital platforms, including emails, text messages, or visual images (such as sexually explicit pictures or image based sexual abuse. It may be an isolated or series of incidents and includes both intentional or non-intentional conduct that is unwanted and/or causes distress, humiliation or is offensive to the victim or those witnessing such activity.

Sexual harassment can be a one-off event and does not need to be directed at a person. It can be witnessed or overheard. Sexual conduct that has been welcomed in the past can become unwanted.

Examples of sexual harassment include:

- 4.1.1. unwanted physical contact of a sexual nature such as touching, hugging, groping, massaging or kissing
- 4.1.2. continued approaches for sexual activity after it has been made clear such approaches are unwelcome and unwanted

¹ Equality Act (2010)

- 4.1.3. displaying sexually graphic pictures, posters or photos or sending explicit emails or text messages
- 4.1.4. suggestive looks, staring or leering
- 4.1.5. making promises in return for sexual favours
- 4.1.6. sexual gestures
- 4.1.7. intrusive questions about someone's private or sex life, and discussing your own sex life;
- 4.1.8. sexual posts or contact on social media;
- 4.1.9. spreading sexual rumours about a person;
- 4.1.10 criminal behaviour, including sexual assault, stalking, grooming, indecent exposure and sending offensive communications
- 4.1.11 Predatory behaviour
- 4.1.12 sexual comments or jokes

4.2. Sexual Interaction

Sexual interaction that is invited, mutual and consensual is not sexual harassment because it is not unwanted. An individual can experience sexual harassment from someone of the same or different sex and the recipient of the behaviour decides whether or not it is unwanted. Someone can also be sexually harassed even if they are not the intended target and it can involve someone of the same or opposite gender.

4.3. Sexual Misconduct

Sexual misconduct is any unwanted or non-consensual conduct of a sexual nature including:

- 4.3.1. Sexual harassment
- 4.3.2. Physical unwanted sexual advances including touching,
- 4.3.3. Intimidation or promising benefits or rewards to engage in or in return for sexual favours
- 4.3.4. It can include verbal or non-verbal and physical behaviour that violates their dignity or creates a hostile degrading or offensive environment. Examples of sexual misconduct include assault, grooming, making unwanted propositions and promising favours or rewards to engage in sexual activity. Sexual misconduct often involves a misuse of power.
- 4.3.5. Assault
- 4.3.6. Rape
- 4.3.7. Distributing private and personal explicit images or footage of an individual without their consent via any medium including online.

Other examples of unacceptable behaviour including

- 4.3.1. Psychological physical sexual or emotional abuse
- 4.3.2. Stalking and obsessive behaviour.

Harassment or misconduct may occur on the School's premises or via its IT systems, online or at other premises for educational purposes such as visits, placements or social activities for students.

4.4. Stalking

Stalking is following someone or forcing unwanted contact on them either physically or via social media and/or controlling behaviour. Such behaviour can restrict a victim's freedom as a consequence and make them distressed or scared. There are many ways of stalking someone and stalkers are typically someone who is already well-known to their victim such as a former partner or colleague.

4.5. Consent

Consent is the agreement to participate in a sexual act where the individual has both the freedom and capacity to make their own choice.

4.6. Freedom to Consent

To have freedom of consent a person must be able to make their own choice without fear or repercussion. You do not have such freedom if you are being restricted in some way such as:

- If you are being forced or coerced to participate in such activity through a threat of suffer from actual physical or emotional harm as a consequence;
- you are being blackmailed;
- your academic continuation or success is dependent on participation, or you are threatened that such participation will influence your academic progression or outcome.

4.7. Capacity to Consent

Capacity to consent is when someone is physically or and mentally able to make a choice and understand its consequences. You do not have the capacity to consent if:

- you are drunk or under the influence of alcohol or drugs;
- you are asleep, unconscious or semi-conscious or any other condition where you are unaware that a sexual activity is taking place;
- you are incapacitated due to disability, mental health condition or cognitive or learning difficult

Consent should never be assumed based on a previous sexual experience and consent may be withdrawn at any time. Similarly, if someone is drunk or incapacitated this cannot be used to justify any form of sexual misconduct or failure to obtain consent. **REMEMBER** if you are in any doubt of your own or somebody else's capacity you should not engage in such activity. IML will not accept incapacity as a defence in any investigation or disciplinary proceedings.

4.8. Active Bystander

An active bystander is someone who witnesses a situation and takes steps to challenge such behaviour by speaking out and/or who takes steps to prevent a situation from escalating or stopping the behaviour.

4.9. Victimisation

Victimisation is when someone is treated less favourably because they have disclosed or reported sexual harassment or misconduct, rejected it, helped or supported someone else in making a report or disclosure. Victimisation of any kind will not be tolerated.

Any complaint of victimisation will be fully investigated in accordance with the Student Disciplinary Procedure or the Staff Disciplinary Procedure if it is a member of staff.

4.10. Third Party Harassment

This is where an individual is harassed or sexually harassed by someone who they have been in contact with during their studies but who is not a student or member of staff. Examples of third-party harassment include unwanted sexual behaviour from a visitor to the School, one of its suppliers or service providers including any member of staff from an external organisation such as placements, educational visits or exchange programmes.

Such behaviour will not be tolerated and will be dealt with in accordance with the Visitor or Third-Party Code of Conduct.

5. ROLE AND RESPONSIBILITIES

All members of our community have a responsibility to contribute to maintaining and upholding a respectful and inclusive learning environment where everyone is treated with dignity and respect, preventing and responding to unacceptable behaviour through self-awareness, reporting any instances of unacceptable behaviour and acting as a positive role model.

We will not tolerate any form of sexual harassment or misconduct and will respond to and take appropriate action in response to such behaviour. We encourage anyone experiencing or witnessing such behaviour to disclose or report it using the report and support tool. We also encourage anyone witnessing such behaviour to challenge it and be an active bystander by telling the person their conduct is unacceptable either at the time or later.

Additionally, some members of staff may have a specific role in relation to supporting students and/or investigating cases of harassment or misconduct and these individuals receive specific training to enable them to undertake their role effectively. All members of staff also receive training on this Policy including how to deal with disclosure and how to refer to students to specialist support services.

6. PREVENTATIVE MEASURES

Istituto Marangoni believes that the professional relationship of trust and confidence that exists between students and staff is an essential part of a student's educational experience. Those who work for or represent Istituto Marangoni must not abuse their position in any way. Recognising that all individuals teaching, supervising or advising students are in a position of trust and that any intimate relationship could have a negative impact on students' academic development Istituto Marangoni bans intimate relationships between staff, students and anyone who teaches or supervises students on its behalf. This ban applies with effect from 1 August 2025 and applies to all intimate relationships whether consensual or not. This is because Istituto Marangoni considers that this is the most effective preventative measure to protect students. Any existing relationship prior to the implementation of this ban must be declared.

If a relationship develops between a member of staff and a student, it must be reported immediately to the Director of Education(students) or HR Manager (members of staff). Similarly, if a student suspects or is aware of a relationship between a member of staff and a student they should report the matter to the Director of Education. Further details are explained in our Relationship between Staff and Students Policy including the process for disclosing personal intimate relationships

Sexual contact between a person aged over 18 and another person aged under 18 is unlawful. Any instances of such reported conduct or relationship between a person aged over 18 and a student under 18 will be dealt with in accordance with the Safeguarding Procedure.

7. BEING CLEAR ABOUT OUR EXPECTED STANDARDS OF BEHAVIOUR

We also set out our expected standards of behaviour through this Policy and our Codes of Conduct as a further preventative measure, including undertaking awareness raising and training being clear what we will not tolerate sexual harassment or sexual misconduct of any kind.

8. MAKING A DISCLOSURE

Disclosure is when someone informs a member of staff or student, that they have experienced sexual harassment or misconduct. We encourage all members of our community to disclose or report any instances of sexual harassment or misconduct including if they are the victim, witnessed it or are aware of such behaviour or suspect this has occurred. You can disclose to one of our designated contacts or anyone else you feel comfortable disclosing to including another member of staff, friend or relative. You can also choose to

disclose via our Report and Support app in which case a member of staff will contact you within 24 hours. This is so that we can provide you with the necessary support as quickly as possible.

In practice most victims of sexual harassment or misconduct are more likely to disclose to someone they know and trust. If the incident involves a member of staff, visitor or third party you should still disclose or report so that we can protect and support you.

In accordance with this policy, all members of staff, students and contract tutors receiving a disclosure will report it via the report and support tool or by informing the Designated Safeguarding Lead or their deputy unless you tell them that you do not wish to forward your disclosure. Wherever possible we encourage you to do provide as much detail as possible including your own and other person's identify as this will assist us in following up.

Disclosure *will not* automatically trigger a formal investigation. Our first priority will be to follow up with you to ensure you have access to appropriate support including referral to specialist counselling and/or other advisory services, including any external specialist services. We will also explore a range of options with you including approaching the individual directly and asking if you would like us to take further action including a formal investigation. The decision is ultimately yours to make, and you do not have to make a decision immediately as your immediate welfare will always be our first priority.

9. PROCEDURE ON DISCLOSURE

We expect those receiving a disclosure to:

- Put you at ease and listen carefully to what you are telling them;
- be objective and not give any opinion or attempt to direct you on what you should do next (avoiding terms such as I, should or must);
- reflect on what you tell them and signpost them to relevant support, (counselling, academic and student services and any relevant external specialist service) being clear that it is your decision on what services you wish to access;
- anyone disclosing recent sexual violence (within the last 7 days) will be signposted (or referred) to a Sexual Assault Referral Centre;
- if you are under 18 the Safeguarding Lead or Deputy Safeguarding Lead will be notified automatically;
- ask if you would like any other assistance such as help with submitting a formal report (recognising it may be too early for making such decisions), making a report to the police, or appointment or referral on your behalf or contacting a friend, partner or relative;
- explaining any temporary absence from class or submitting an extenuating circumstance claim;
- contacting a friend, partner or relative;
- take brief notes to provide an accurate account of what is being reported but in a way that is not off putting or likely to limit what you may wish to say;
- submitting their notes on the Report and Support tool so that we have an accurate record and can avoid the need for you to repeatedly explain your experience.

Unless the student has specifically requested it, no attempt will be made to instigate a formal investigation under IML's Student Disciplinary Procedure. You will be allocated a dedicated contact who will be responsible for maintaining contact, ensuring you have the support you need and can access help with any on-going issues. This person is trained for this role and may not necessarily be the person to whom you disclosed.

9.1. Outcome following disclosure

Having discussed and explored various options with you may decide to:

- take no further action at this time;
- seek or ask for further assistance in accessing any general or specialist support;
- submit or ask someone to make a report on your behalf where you want us to take further action including an investigation under the disciplinary procedure.
- make a formal report to the police.

10. REPORTING BY STUDENTS

Students experiencing sexual harassment and misconduct can make a formal report under this Policy via the [Report and Support tool](#). You may do this yourself or arrange for someone to complete the form on your behalf with your agreement. Reporting is different to disclosure in that you are asking us to take action. You can report at any time after the incident; once the time is right for you and you feel able to do this or ask someone to report on your behalf. You can also choose to report anonymously although this may restrict how we are able to respond. A student can also report any sexual harassment that has or is continuing to take place against another student or member of staff.

The information you provide needs to provide enough information to enable IML to understand what happened to enable us to take action. It does not need to be exhaustive, and we will also use any information you may have provided previously as part of any initial disclosure. On receiving a report, a member of staff will contact you to advise and support you and we will take steps to investigate the matter or seek an informal resolution if you have requested it. You will be advised and supported throughout any investigation or disciplinary process.

A report will automatically trigger an investigation under the Disciplinary Procedure where this has been requested. All reports submitted under the Support and Report Tool, requesting an investigation will be referred to the Registrar who will appoint an Investigating Officer. Further details are included in the Student Disciplinary Procedure. If the alleged offender is a member of staff, the Registrar will report this to the HR Manager and will be dealt with as per the Staff Disciplinary procedures. If the alleged offender is a third party or visitor the Registrar will determine the appropriate course of action to take referring the matter to the relevant authority as appropriate.

11. REPORTING BY MEMBERS OF STAFF

Members of staff should report any cases of sexual harassment or misconduct involving students to the Academic and Student Services Manager or report it via the reporting channel. Where it involves a member of staff, they should report it to the HR Manager or via the reporting channel. If a student is under 18, they must immediately report the matter to the Designated Safeguarding Lead, who is the Academic and Student Services Manager or the Deputy Safeguarding Lead.

Given the importance we attach to preventing and responding to allegations of misconduct or harassment we will also act on reports from third parties such as friends and relatives speaking on your behalf.

12. ANONYMOUS REPORTING

Anonymous reports do not necessarily instigate disciplinary investigation. However, we will always investigate where we have a duty of care or where the information requires us to act to protect members of our community, third parties or visitors. We maintain a record of all reports of incidents including those made

anonymously as this enables us to monitor trends and inform our preventative work including any further measures to promote an environment that facilitates disclosure and reporting.

13. EMERGENCIES

In the event of an emergency involving a physical or sexual assault, including if someone is in immediate danger, seriously injured or in severe distress anyone witnessing it needs to summon help immediately by calling emergency services (999) or (111) or Security. If an assault is actually taking place at the time, providing it is safe to do so any bystander should seek to intervene where feasible to do so. A lot will depend on the specific situation.

14. SUPPORT AND ADVICE

IML will provide individual support for any member of our community who disclose or report having experienced or witnessed sexual misconduct or harassment. In the first instance, you will be directed to one of our designated support contacts (either the Academic and Student Services Manager (Safeguarding Lead), the Deputy Safeguarding Lead or one of the Counsellors Further information including where to access support is also available via the student hub. These individuals are trained to support students who have experienced sexual misconduct or harassment. They will help you choose what type of support you need, how to access it or make a referral on your behalf. They will also discuss your options on any further action you may wish to take now or in the future.

Given the seriousness and distressing nature of any form of sexual misconduct or harassment including potential long-term impact we are committed to providing continuity of support. Your designated contact will keep in touch with you at regular intervals and you are also able to contact them whenever you need someone to talk or need advice. If we investigate your case under our disciplinary proceedings, we will assign a dedicated support contact who will support you throughout the process. This will normally be the same person we originally assigned to you. This is to provide continuity and avoid the need for repeated disclosures to different people.

If you decide to use the reporting channel to disclose or report an incident(s) we will contact, you are directly and normally within 24 hours.

15. EXTENUATING CIRCUMSTANCES, FITNESS TO STUDY AND STUDY SUSPENSION

We will support survivors, and anyone affected by sexual harassment or misconduct to maintain continuity of study.

We will provide any extra support needed including granting permission to suspend study, providing extra academic or pastoral support, granting extensions to deadlines or deferring an assessment. Such circumstances will automatically qualify for consideration under the Extenuating Circumstances or Fitness to Study procedure. We will consider all applications as expeditiously as possible, and we will accept an original disclosure or report as part of the supporting evidence without the need for additional reporting.

16. SUPPORT FOR WITNESSES AND ALLEGED PERPETRATORS

Istituto Marangoni recognises that anyone witnessing or involved in sexual harassment including anyone directly experiencing or accused of sexual harassment or misconduct may find the situation distressing or worrying. We also support those who have witnessed or report sexual misconduct or harassment against other individuals. IML has a duty of care for all students which means that it also needs to ensure that students accused of sexual harassment or misconduct are treated fairly and objectively. Anyone accused of sexual harassment or misconduct will be assigned a dedicated contact for support who will advise them of the process and sign post them to additional support or referral. In such instances, the individual providing such

support will be different from and independent from the other parties involved.

17. INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

Any investigation of sexual harassment or misconduct against or by a student will be considered in accordance with the Student Disciplinary Procedure based on the standards expected in the Student Code of Conduct and this policy. If an allegation relates to harassment or misconduct by a member of staff once you have reported it, the matter will be referred to the HR Manager for investigation in accordance with the staff Disciplinary Procedure.

If IML becomes aware of any incident or receive an allegation that may involve a criminal offence, the School Director or Registrar may report it to the police.

17.1. Informal resolution

If an instance of misconduct is not serious and is an isolated incident you may wish to resolve, it informally. You can attempt to do this first yourself with or without the support of a member of staff or student representative. If an informal resolution does not work, you can report it to us. In response, we will instigate an investigation in accordance with the student disciplinary procedures.

IML also reserves the right to investigate unacceptable behaviour or conduct, even if it is raised informally and particularly if we are concerned there is danger of harm to others, the incident (s) is particularly serious and/or it involves a student under 18 or a vulnerable adult.

If you are told your behaviour could be construed as bullying, harassment or sexual harassment or sexual misconduct you should be prepared to listen patiently and calmly. Even if you find the information upsetting, you should allow the person to explain their concerns and try to reach a resolution to remedy the situation. This may involve further mediation and/or agreed actions.

17.2. Confidentiality and data sharing

Confidentiality is of the utmost importance when dealing with or responding to cases of alleged misconduct or harassment. The Reporting party reported party and staff handling or responding to these matters shall only divulge information to relevant people on a strictly 'need to know' basis or where there is a requirement to involve external agencies for example if criminal activity is involved or were maintaining confidentiality would pose a serious risk to victim or other people.

All personal data is recorded and retained in accordance with the Data Protection Act (2018) and case material will be retained in accordance with IML's Data Retention Policy and for as long as necessary. While information will not be shared without your permission there may be circumstances where it is necessary to forward data on a strictly confidential and need to know basis including the following:

- to ensure individuals receive appropriate academic and pastoral support including access to specialist advisory services
- to allow a case to be properly investigated
- to safeguard students, staff or visitors
- discharge IML's legal duties

18. PRECAUTIONARY AND INTERIM MEASURES

In some instances of alleged harassment and/or sexual misconduct it may be necessary to put specific interim or precautionary measures in place. For example, if an incident(s) is particularly serious and/ or the alleged

perpetrator may be likely to continue their behaviour they may suspended immediately. Similarly, when a case is proceeding or pending formal investigation it may be appropriate or necessary to suspend the alleged perpetrator and/or identify ways of avoiding the individual coming into contact with the victim.

A risk assessment will always be undertaken in response to any reported incident proceeding to formal investigation, if the victim is under 18 or a vulnerable adult the Designated Safeguarding Lead will undertake the risk assessment. On the basis of the risk assessment, the Academic and Student Services Manager or nominated Deputy will determine if the student against an allegation of sexual harassment or misconduct poses a risk to the safety of the victim or any other student or member of staff.

If the Academic and Student Services Manager concludes that a perpetrator poses a risk they may, under delegated authority from the School Director undertake one of the following measures:

- Restrict access to specific teaching and study facilities for example the student may be prevented from attending classes face to face but may still be able to access their learning or seek support online
- Restrict who the student can contact
- Suspend the student until the investigation is concluded. Suspension means that the student is prevented from attending the premises (other than to attend any investigation hearing) and participating in any scheduled classes in person. Depending on the circumstances and severity of any alleged incident as an alternative to complete suspension a student may be allowed to access learning online while remaining banned from attending any in person activities or being present on our site or relevant venue including placement organization.
- Any interim measures will be shared with both parties and will be reviewed at regular intervals.

19. POLICE AND LEGAL PROCEEDINGS

If a student reports the incident to the police, he/she can still make a formal report to IML. IML's own investigation will focus on whether there has been a breach of this policy and its student Code of Conduct. IML does not have legal investigative powers, and its own investigation is not a substitute for a police investigation or criminal prosecution.

Where legal proceedings including any criminal investigations are ongoing IML may continue its investigation and take any disciplinary action subject to the circumstances of the case. Alternatively, including in response to any advice from the police, it may defer or suspend its own investigation pending conclusion of the relevant legal proceedings.

Where, following police advice, IML decides not to progress an investigation until the legal case has been concluded it reserves the right to investigate and/or take disciplinary action at a later stage or on completion of the criminal investigation and/or judicial proceedings. If IML decides to defer its own investigation or disciplinary action pending legal proceedings it will take any precautionary action that may be necessary in the meantime such as suspending the accused or taking measures to prevent the relevant parties from coming into contact with each other such as rescheduling classes and restricting access to certain facilities at specific times or days of the week.

IML's own internal investigation and any subsequent findings will focus exclusively on whether there has been a breach of this policy and Student Code of Conduct in accordance with the Student Disciplinary Procedure. The internal investigation and any subsequent disciplinary process will consider different issues from a police investigation or criminal prosecution and is the reason why, depending on the circumstances of the case it may be possible to operate with the internal investigation in parallel with a police or criminal investigation.

Any student convicted or receiving a police caution is required to notify the Academic and Student Services Manager. Equivalent procedures apply to members of staff who are required to report it to the HR Manager.

If a student has been convicted or receives a police caution regarding conduct that falls within the scope of this policy IML

will accept this as evidence that sexual misconduct or harassment took place. As a consequence, it may decide not to conduct its own investigation but proceed directly to the Disciplinary process. Any proven criminal activity may result in the student being expelled or suspended from IML.

Where the Police or Crown Prosecution Service (or any other law enforcement agency) decides to take no further action in relation to an allegation or in the event of an acquittal at a trial, IML may decide to progress its own investigation or uphold its existing findings. Such internal investigations will focus on whether there has been a breach in the expected standard of behaviour and code of conduct and may determine a penalty.

Similarly, If a Court finding results in a not guilty IML may review any disciplinary outcome and any penalty it may have already imposed.

20. VICTIMISATION

IML will not tolerate any form of victimisation against someone who has suffered sexual harassment or misconduct, witnessed, challenged or reported such behaviour or participated in any investigation. Any complaint of victimisation where the perpetrator is a student will be fully investigated in accordance with the Student Disciplinary Procedure. Any reports relating to a member of staff will be referred to HR for instigation under the staff disciplinary proceedings.

21. FALSE, BAD OR MISLEADING COMPLAINTS

Any vexatious complaints including those involving false or deliberately misleading information will not be tolerated and will be investigated in accordance with the Student or Staff Disciplinary procedure as appropriate.

22. FREEDOM OF SPEECH AND EXPRESSION

IML is committed to upholding its legal duties in relation to freedom of speech and academic freedom. Within the context of this policy our general expectation is that the following learning and teaching materials and their associated activities would not constitute harassment or sexual harassment:

- course materials including books, videos, sound recordings and visual images;
- statements or views expressed as part of teaching, research or debate.

However, any activity that expresses, promotes or incites harmful views or behaviour including sexual harassment or misconduct will not be tolerated and will be treated as an infringement of IML's Code of Practice on Freedom of Speech and will be investigated under the Disciplinary Procedure.

23. APPEAL AGAINST AN OUTCOME FROM AN INVESTIGATION OR DISCIPLINARY ACTION

In accordance with our Student Disciplinary Procedure both parties have the right of appeal against the decision of an Investigation. Further details on the appeals process and criteria for submitting an appeal are included in the Student Disciplinary Policy and Procedure.

24. RETENTION, ANONYMISATION AND DELETION OF RECORDS

Information will be held securely and only accessible to specific designated officers on a 'need to know basis' This information will also be retained anonymously and stored securely for monitoring and reporting purposes.

All data will be stored, recorded and processed in accordance with the data protection act. Reports will be retained on an on-going basis for as long as necessary. Generally speaking, any documented disclosures or reports will be retained either from four months following a decision to take no further action or 14 months after conclusion of an Investigation. If a case is pending criminal investigation all records of disclosure or reporting including accounts of witnesses, reports of specialist practitioners such as counsellors and those providing support will be retained until such time as proceedings have concluded and beyond the expiry date of any appeal or judicial review.

25. RELATED POLICIES AND DOCUMENTS

This policy relates to the following policies:

- Equality and Diversity Policy
- Code of Practice on Freedom of Speech
- Student Code of Conduct and Student Disciplinary Procedure
- Student Complaints Procedure
- Safeguarding Policy and Procedure
- Relationship between Staff and Students Policy

26. ORGANISATIONS

IML will also signpost and can refer students to a range of specialist external organisations including: National Domestic Abuse Helpline 0808 802 9999(24-hour freephone service) Survivors Trust <https://thesurvivorstrust.org/> Tel: helpline 0808 801 08118

Support for anyone who has experience sexual abuse is available from:

- London Survivors <https://survivorsgateway.london/>
- Tower Hamlets: https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_safety_crime_preve/d_domestic_violence/VAWG-Service-Directory/Support_services_for_sexual_abuse.aspx
- Victim Support <https://http://www.victimsupport.org.uk/resources/south-london/>
- The Haven <https://thehavens.org.uk/>
- Rape Crisis (England and Wales) Tel: 0808 802 9999 <https://rapecrisis.org.uk/>
- Sexual Assault Referral Centre
- Safeline 01926 402498. <https://safeline.org.uk/>
- Galop <https://galop.org.uk/> Galop works with LGBT and victims of survivors of abuse and can be contacted via email: help@galop.org.uk or via their national helpline tel 0800 999 5428

Information on how to access such services can also be found on the student hub.

27. LIST OF DEDICATED SUPPORT CONTACTS

Anyone experiencing or witnessing sexual harassment or misconduct can disclose it and seek immediate help via one of the following contacts:

- Academic Student Services Manager and Designated Safeguarding Lead

- Anna Licholat a.licholat@istitutomarangoni.com
- Deputy Safeguarding Lead
- Counsellors