GUIDANCE FOR STAFF
RESPONDING TO AN INCIDENT OF SEXUAL ASSAULT AND/OR RAPE

Student Services
It is important to note that sexual assault or rape is NEVER the fault of the victim.

The University adopts a zero tolerance approach to sexual assault and rape.

This guidance is a resource for staff when responding to a reported incident of sexual assault and rape to ensure that a consistent, professional and clear response is given to any student who asks for help.

This guidance contains a flowchart which outlines how to respond to a disclosure. There is also some additional information to support managing the disclosure sensitively and effectively.
RESPONDING TO SEXUAL ASSAULT OR RAPE: CARE PATHWAY

**Emergency help**

Is alleged perpetrator still in vicinity and a possible risk to others?

Does student need emergency medical help?

On campus (Canterbury or Medway): call 01227 (823333). Off campus: call 999

If there is no immediate risk, **DO NOT** call the police or ambulance service without the explicit consent of the student concerned (unless under 18 yrs)

**ASK THE STUDENT WHAT THEY WANT TO DO. DO NOT MAKE ASSUMPTIONS AND DO NOT ACT WITHOUT THEIR CONSENT**

**Do not offer food or drink**

Explain that forensic evidence may be lost by eating, drinking, smoking, urinating or washing

- **After 5pm**
- **Weekdays 9am-5pm**

Advise student on campus that their best option is to seek expert advice of Campus Security 01227 (82333) who can make contact with a Sexual Assault Responder. Off campus the student can call the police via 101.

Guidance for Advisers/other frontline staff to whom student discloses

- Take student to a warm, quiet, safe space — where you will not be interrupted — after first informing a colleague.
- You may feel that the police should be called, especially if the student is harmed, but this is not your choice unless there is obvious risk to the student or others.
- If the student is accompanied, check this person is still welcome. Would the student prefer to speak to someone of a different gender?
- Make the student aware that due to University policy, the Specialist Wellbeing Adviser will be informed of the disclosure.
- Out of hours, Campus Security may be informed. The College Master of the alleged perpetrator will be informed. Are they ok to continue?
- Listen to the student without overreacting or asking questions – your role is to support — not to investigate or to counsel at this stage.
- Allow the student time to talk. Concentrate on what they are saying, not on you are going to say/do. Avoid possible outcomes of the disclosure as these are currently unknown.
- Record the date, time, name of student, alleged perpetrator and record of support offered. Avoid going into too much detail, any account could be used by police/courts at a later date. Ask student to sign that they agree to any notes.
- Give student guidance leaflet and go through it with them. Make it clear to student that they do not have to disclose their circumstances to the police.
- Does student need alternative accommodation? (their College Master)

Please remember that your emotional well-being is also very important. Please contact Wellbeing Team afterwards to talk through the experience, if needed.

**Student options**

**Student wants to report to police**

On campus: Student can phone police via Campus Security 01273 82333, who can guide police to location. Off campus dial 101 if no immediate danger.

The police may accompany the student to the Beech House Sexual Assault Referral Centre (SARC) for more information. www.beechhousesarc.org

Student may want to take friend and change of clothes. Photo of scene/bedding/used condom should be preserved in plastic bag if relevant.

Student can opt out of police reporting at any stage without losing forensics.

Student will be referred to an ISVA for advocacy and advice.

**Student unsure whether to report to police**

If within seven days, student can be referred to the SARC (Beech House, Maidstone) so that forensic evidence is preserved for a future decision. 24/7 phone line 0800 1337432. Take evidence in plastic bag. Take friend and clothes.

Taxi vouchers available.

External advocacy and advice for recent or historical sexual violence can be sourced through www.ekrcc.org.uk

In office hours, see GP or at other times call 111 for non-emergency medical help.

Third party referral: An anonymous report can be made by you or student to the police on 101.

**Student does not want to report to police or it is past the seven days deadline for forensics**

For support/STI tests/treatment and emergency contraception/pregnancy tests.

**Canterbury**

The Gate Clinic at Kent and Canterbury Hospital: 0300 7900245

**Medway**

Clover Street: 0300 1231678

External advocacy and advice for recent or historical sexual violence can be sourced through www.ekrcc.org.uk

Third party referral: An anonymous report can be made by you or student to the police on 101.
GUIDANCE FOR STAFF WHEN FIRST RESPONDING TO AN INCIDENT OF SEXUAL ASSAULT OR RAPE

Glossary of terms and definitions used in this document
Please note that the terms and definitions below are taken directly from legislation namely the Sexual Offences Act 2003.

Sexual violence
'Sexual violence’ is a non-legal term, used in this document as all-encompassing, to cover incidents of: rape, sexual (indecent) assault, sexual exploitation, being coerced into sexual acts or being witness to ‘live’ sexual acts, or pornography, and it includes incidents within ‘domestic’ relationships (see below), also incidents where the perpetrator is known but had no relationship with the person reporting the incident, as well as incidents involving ‘strangers’.

Rape
The legal definition, included in the Sexual Offences Act 2003 is that rape occurs when a person has intentionally penetrated the vagina, anus or mouth of another person with a penis. Rape occurs where there is an absence of consent to the penetration, and the perpetrator does not reasonably believe that consent is given. This is a criminal offence.

Assault by penetration
The Sexual Offences Act 2003 defines this as intentional penetration of the vagina or anus of another person with a part of the body or anything else, and where the penetration is sexual, no consent is given, nor does the offender reasonably believe that the other person consents. This is a criminal offence.

Consent
Investigation of an alleged rape or assault by penetration tends to focus on the issue of ‘consent’. A person consents if they agree by choice, and can be said to have exercised that choice freely and with a capacity to do so.

In legal terms, if someone was drunk or drugged, at the time of the penetrative act, they cannot be said to have consented. There is no need to prove any physical resistance to the act, for it to be argued that there was a lack of consent, but these are cases which are subject to the decision of a jury, and the issue of consent is always one for careful consideration by the Crown Prosecution Service.

(Sexual) harassment
Harassment can be verbal and/or physical, and may involve single, sporadic or continuing acts which violate a person’s dignity, or create an intimidating, hostile, degrading, humiliating or offensive environment for that person. If the harassment includes physical threats or touching these are criminal offences.

Domestic Violence
The definition of domestic violence has been broadened in recent years to include subtle and damaging forms of psychological coercive abuse, as in the definition below.

“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.”

Domestic abuse occurs across society, regardless of age, gender, race, sexuality, wealth, and geography. The figures show, however, that it consists mainly of violence by men against women. The abuse may take many subtle forms and includes situations where the abuser controls the victim and conceals this abuse of power to the outside world, so that in extreme forms it is tantamount to a kidnap scenario (www.domesticviolencelondon.nhs).
USEFUL CONTACTS
AT THE UNIVERSITY

All College Masters
www.kent.ac.uk/student/colleges
(within working hours)

Keynes Master
Chloé Gallien
ext 7453

Turing Master
Dermot O’Brien
ext 4961

Jane Glew
Medway Master
ext 8907

Darwin and Woolf Master
Jonathan Friday
ext 3049

Eliot Master
Stephen Burke
ext 3320

Rutherford Master
Dr Peter Kippa
ext 3470

Canterbury
Campus Security (Canterbury)
T: 01227 823333 (emergency) (24/7)

Wellbeing Team
(Counselling/Mental Health)
www.kent.ac.uk/studentwellbeing/
counselling
T: 01227 823158
Opening hours:
Monday – Friday, 09.00-17.00

There is a Specialist Wellbeing Adviser who supports students who are victims of sexual assault and rape.

Nursing Services
www.kent.ac.uk/medical
T: 01227 823503 or ext 3503

Nurses are on-duty in Nursing Services during welcome week and term time. There is a nurse on-duty 07.00-00.00 with an emergency only scheme after midnight, which can be accessed via Campus Security. Students may drop in without an appointment. When Nursing Services is not available the Medical Centre or on-call doctor should be contacted.

Medway
Medway Campus Security
T: 01227 823333 (emergency) (24/7)

The Wellbeing Team
E: medwaywellbeing@kent.ac.uk
T: 01634 202984
Opening hours:
Monday – Friday, 09.00-17.00

Located within the Student Services Department on the Ground Floor of the Gillingham Building.

The Specialist Wellbeing Adviser also supports students on the Medway campus.

Medical Services
www.kent.ac.uk/studentsupport/
medical-centre.html
USEFUL EXTERNAL CONTACTS

The student should not be referred to these organisations without consent. A sexual assault or rape may cause the victim to feel vulnerable and violated and it can take some time to recover. The contacts below can also help with support in the longer term, after the student has left the University.

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If you, or the student, has a specific need or wish that is not covered below please contact Student Support and Wellbeing for guidance on accessing the appropriate service.

Beech House SARC is based in Maidstone and offers free support and practical help to anyone in Kent and Medway who has experienced sexual violence and/or sexual abuse.

Beech House offers a variety of different services from evidence gathering, medical examination and counselling depending on need. East Kent Rape Crisis Centre (EKGCC)

EKGCC are a registered charity, based in Canterbury, made up of trained professionals and volunteers providing a safe space to everyone affected by any kind of sexual violence or coercion experienced at any time during their lives. They offer emotional and practical support in the form of face to face counselling, therapeutic crisis interventions, support through the criminal justice system and support and crisis phone lines.

www.eastkentraveline.com
T: 01227 451753
Independent Sexual Violence Adviser (ISVA)
E: isva.eastkentraveline@btconnect.com

Rape Crisis
Rape Crisis is a national charity to help and support anyone who has experienced rape, child sexual abuse or any kind of sexual violence. Their website provides information on how to get help, information and myths about sexual violence and updates on the campaigns they are currently running.

http://rapecrisis.org.uk
T: 0800 790 0245 (Monday – Thursday 08.00-20.00, Friday 09.00-17.00, Saturday 09.00-13.00)

The Gate Clinic
A sexual health clinic offering a free and confidential service to everyone. Provides support around contraception, testing for sexually transmitted infections (STIs) and general sexual health advice. Based at the Kent and Canterbury hospital.

T: 0300 790 0245 (Monday – Thursday 08.00-20.00, Friday 09.00-17.00, Saturday 09.00-13.00)

Local hospitals
The Kent and Canterbury Hospital

The Medway Maritime Hospital

William Harvey Hospital

SurvivorsUK
Support and advice service for male victims. Also provides support for the friends and family of male victims of sexual assault.

www.survivorsuk.org
T: 0203 5983898 (Monday – Friday 09.30-17.00)
Helpline Webchat: Monday – Friday 10.30-21.00
Saturday – Sunday 10.00-18.00
SMS: 020 3322 1860
WhatsApp: 07491816064

NHS
Information from the NHS in regards to how to get help after being a victim of sexual assault. Defines sexual assault and provides information on the medical sources of support.

www.nhs.uk/Livewell/Sexualhealth/Pages/Sexualassault.aspx

Women’s Aid and Refuge 24-hour line
A national charity working together to build a future where domestic abuse is not tolerated. They provide support to local communities, campaign for policy changes and provide both a helpline and online services for women and children who have been victims of domestic abuse.

www.womensaid.org.uk
T: 0808 2000247 (run in partnership with Refuge)

Victim Support
A national, independent charity who provide support to those who have been a victim of a crime.

www.victimsupport.org.uk
T: 0808 1689111 (weeknights Monday – Friday 20.00-08.00 / weekends Saturday 17.00 to Monday 08.00)

Switchboard
Trans Survivor helpline which provides support and information to trans and/or non-binary people or those who are questioning.

Helpline: 01273 204050 (Sundays 15.00-17.00)

Live webchat is available on the website: www.switchboard.org.uk or email info@switchboard.org.uk for more information on the support.

The University of Kent is committed to the creation and support of a balanced, inclusive and diverse community. Within this document there is a list of support services.

If you, or the student, has a specific need or wish that is not covered below please contact Student Support and Wellbeing for guidance on accessing the appropriate service.

Beech House SARC
www.beechhousesar.org
T: 01622 726461 (weekdays, 09.00-17.00)
Out of hours: 0800 133 7432 (24/7 Free Phone)

www.eastkentraveline.com
T: 01227 451753
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