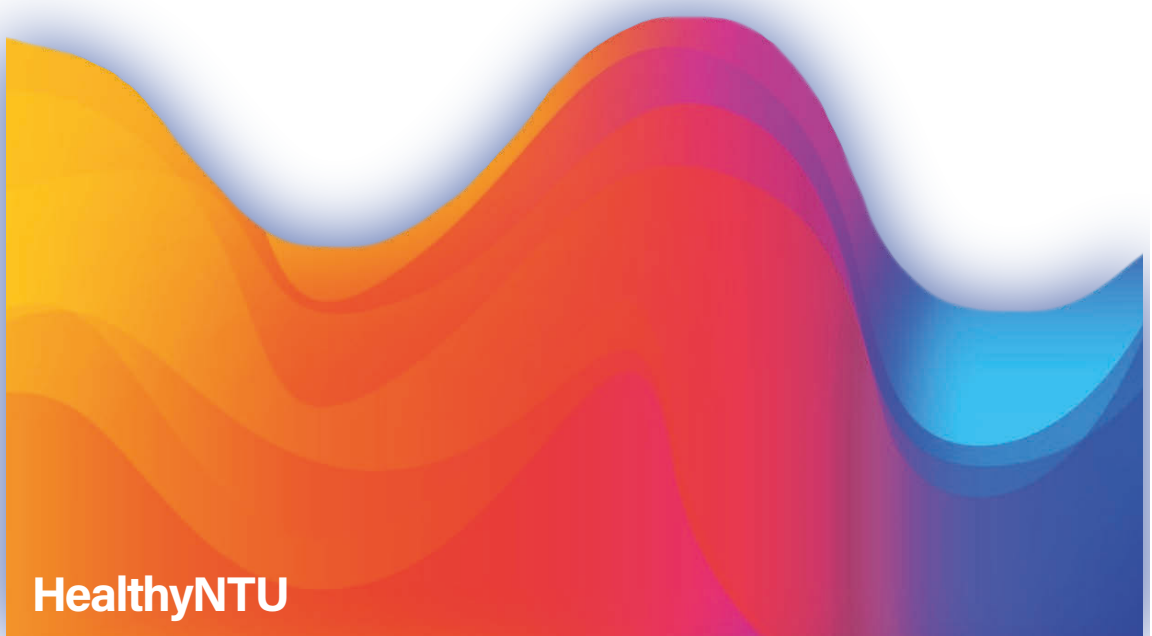
Your NTU Journey

A guide to support and reporting at Nottingham Trent University for victims and survivors of sexual violence



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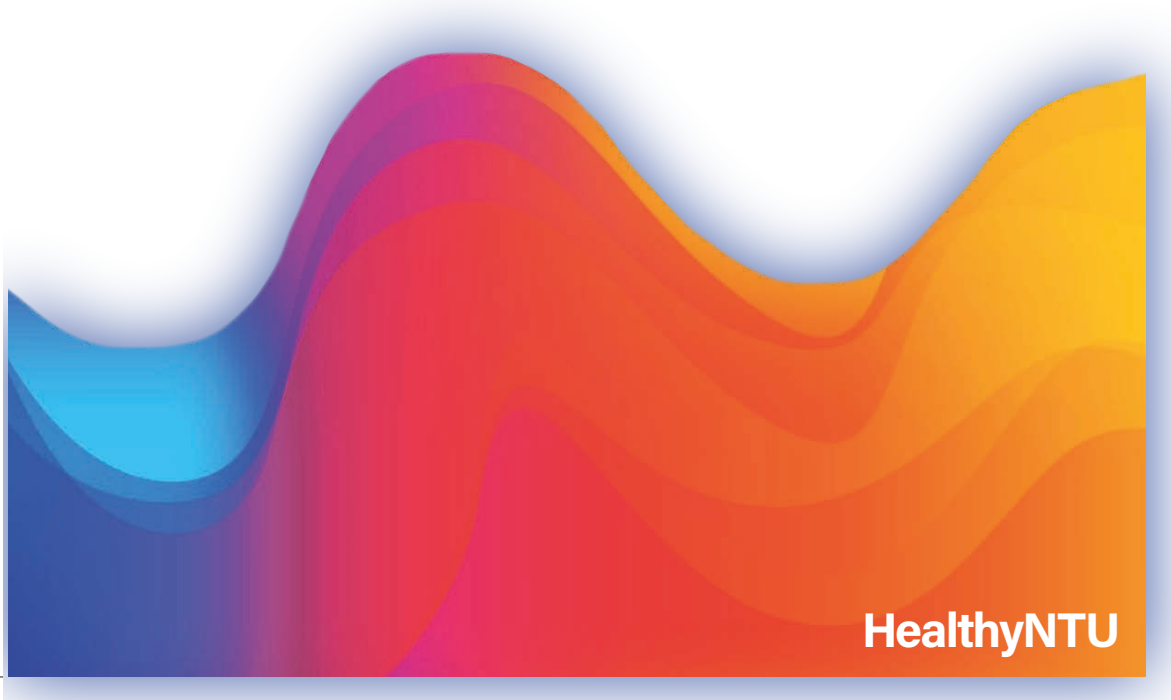
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Introduction



Introduction

About this booklet

This booklet has been written as a guide to services and reporting routes at Nottingham Trent University. We want all students to feel informed and confident in the options they have available to them at NTU.

Language warning

Please be aware that this booklet will feature language you may find distressing. We encourage you to read this at your own pace and pause if at any point you find the content distressing.

Definitions

Consent

When someone has the freedom and capacity to agree to sexual activity, without coercion.

Coercion is to pressure, force, persuade, guilt or blackmail someone to do something against their will.

Capacity means someone is over 16yrs (in the UK) and not *incapacitated* due to drugs, alcohol, disability or mental ill-health.

Sexual Violence

An umbrella term for any unwanted or attempted unwanted sexual contact, activity or act.

Unwanted means you have not consented or agreed by choice.

It includes but is not limited to rape, sexual assault, sexual harassment, online and technology facilitated abuse, stealthing and upskirting.

Myths

There are many commonly-believed myths about sexual violence which can lead victims and survivors to feel they are to blame and that they cannot report the incident.

These myths often shift the responsibility from the perpetrator to the victim/survivor.

As a victim/survivor of sexual violence, **you are never to blame** for what you have been subjected to.

Common myths

"I didn't say no or fight back"

The absence of a 'no' does not mean you have consented. The other person should always be checking to make sure they have consent. People often don't fight back, for many reasons. They may be scared for their safety or freeze instinctively. These are natural responses and do not mean you are to blame.

"I went home with them and we had been kissing first"

Going home with someone is not consenting to sexual activity. Likewise, kissing someone does not mean you have consented to anything else. Consent must be sought and given for every form of activity.

"We were both drunk"

If you are incapacitated you cannot consent to sexual activity. It is up to the person initiating the activity to make sure they have received your consent. Being drunk does not reduce the responsibility on that person to make sure they have your consent.

Your NTU Community

Introduction to harassment and sexual misconduct

What it is:

A quick (15min) online module all NTU students must complete in term one about respect, consent, and staying safe.

Who is it for:

All NTU students

Why you're doing it:

To help everyone understand boundaries, behaviour, and support options at university.

What you'll learn:

- Consent and boundaries
- Unacceptable behaviours
- Expectations around sexual misconduct, harassment and freedom of speech
- How to get help if you experience or witness something harmful

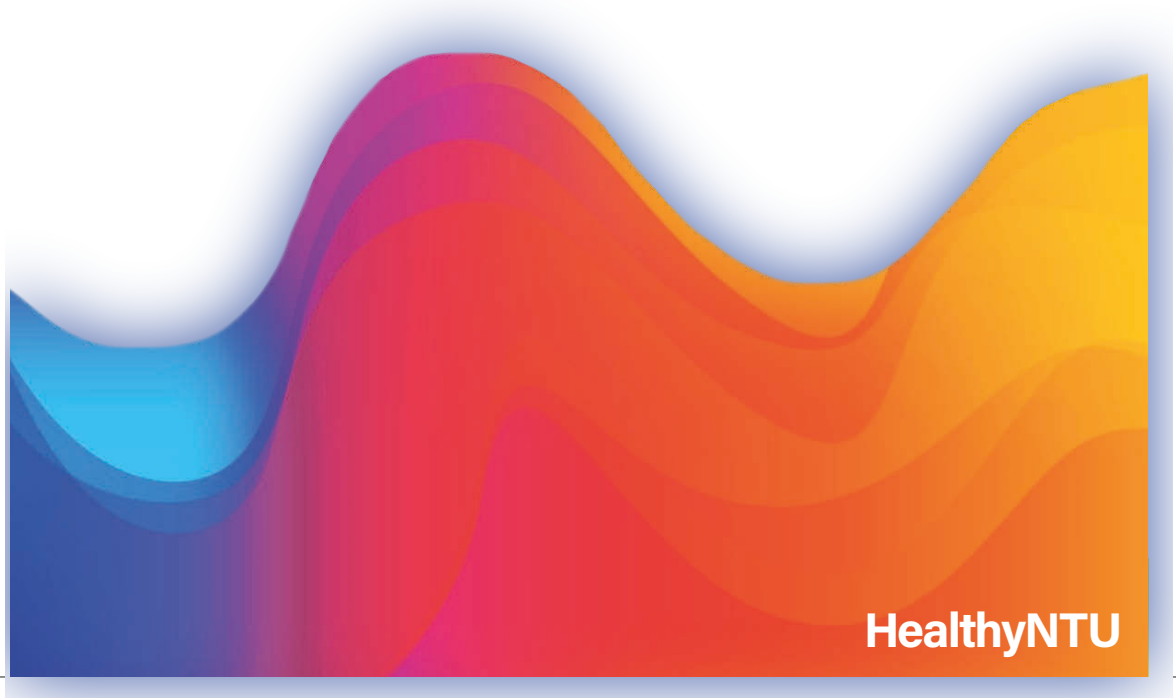
Consent is Everything workshops

At NTU, Consent is Everything workshops are mandatory for all first-year undergraduate students. They are 90-minute interactive sessions that cover:

- Scenarios to better understand consent in context
- Activities to increase confidence giving and checking for consent
- Sexual violence myth-busting
- How to support a friend
- Tools and skills to form positive relationships; part of your contribution to creating and maintaining a safe campus for all

Most students find they learn far more from the workshops than they expect!

Your NTU options



SVLOs

What is an SVLO?

A Sexual Violence Liaison Officer (SVLO) is a specially trained member of Student Support Service staff who provides specialist, trauma-informed support to students who have experienced sexual violence and/or sexual harassment.

This includes incidents that have happened recently and in the past, on or off campus. SVLOs offer a safe space for students to talk about what has happened and explore their options at their own pace.

SVLOs

How can I get support from them?

You can self-refer or ask either a staff member or another person to refer you. Referrals are made via the online Support and Wellbeing Form or Report + Support.

What can they help me with?

SVLOs are there to support you. You can decide what you want them to help with. Some of the things they can offer is:

- A safe space to talk about what has happened, at your pace
- Emotional and practical support
- Helping you explore reporting options, including:
  - Reporting to the police
  - Reporting to the university (e.g. Student Code of Behaviour)
  - Choosing not to report
- Acting as a single point of contact if you are involved in a police investigation or university process
- Liaising with academic teams, accommodation, or other departments (with your consent) to request reasonable adjustments or safety measures
- Supporting with academic considerations, like extensions or content warnings
- Making referrals and signposting to other NTU or external support services

How will I speak with them?

SVLOs will contact you either by email or phone.

You can book an appointment that takes place in-person, on MS Teams, or on the phone.

SVLOs

How long can I see them for?

There is no fixed time limit on SVLO support. It is flexible and student-led. The length and frequency of support depends on:

- What you want support with
- How the experience is affecting you
- Whether follow-up support or practical help is needed

Some students choose to have one or two appointments , others may have ongoing support and check-ins over a longer period. You can return to the SVLO Service whenever support feels helpful, as long as you are an NTU student.

What will they ask me?

SVLO appointments are led by you. You will never be pressured to share more than you feel comfortable with. An SVLO may ask about:

- **What happened**, when and where, and who was involved (only as much as you are comfortable sharing)
- **How the experience has impacted you** (including health, emotions and wellbeing)
- **What support feels helpful** right now, *and* moving forward
- **Your support network** (for example friends, family, trusted staff)
- **Coping strategies** (what helps day-to-day *and* when things feel difficult)
- **Impact on your studies** (for example concentration, attendance, assessments and deadlines)
- **Additional concerns** (such as accommodation, safety and any financial impacts)

SCoB

What is the SCoB?

SCoB stands for the Student Code of Behaviour.

It's a formal policy that defines the expected standards of conduct for all NTU students (including further education, undergraduates, postgraduates and apprentices).

Students agree to the code during university enrolment.

It covers our expected behaviour, what counts as misconduct, and how NTU responds to behavioural concerns (including investigations).

SCoB only applies to current students, so we cannot investigate students who have left NTU.

SCoB

Definitions

These are some common terms used by SCoB that you will find throughout the next section:

Reporting student: the person **making** the report

Report**ed** student: the person who has **been reported** for the alleged incident

Investigating officer: staff member assigned to your case to collect evidence and decide next steps

Required level of proof: balance of probability whether something is likely true (or not)

Likely true: something is more likely to have happened than not

Allegation not upheld: there will be no further action

Allegation upheld: the behaviour has been considered a breach of the SCoB

SCoB

How can I make a SCoB report?

There are a few ways to report an incident. NTU's online Report + Support form is a common choice. It allows you to request help from Student Support Services at the same time as submitting a report.

You can report anonymously, but it can limit investigation possibilities. If you give your contact details, you'll usually hear from us **within two working days.**

Alternatively, you can email **REG.StudentMisconduct@ntu.ac.uk** or ask a staff member to reach out on your behalf.

Receiving support from an SVLO does not automatically mean we will start a SCoB investigation. We will only do that **with your consent and participation** in the process.

What can they help me with?

We can explain the whole SCoB process before you share details to help you decide whether or not to move forward with an investigation.

After a quick risk assessment, we can implement safety measures like:

- Limiting the reported student's campus access and
- Getting them to sign an agreement to prevent contact with you (including social media).

If your studies are impacted, we can help request extensions through the Consideration of Personal Circumstances process without sharing any details with your Academic School. This includes a confidential email to support your request.

SCoB

How will I speak with them?

We usually meet on MS Teams, but can also meet in person.

We understand these meetings can feel distressing and want you to feel as comfortable as possible.

You can bring someone for support, such as a friend, partner, carer, staff member, SVLO or a Students' Union Advisor/Mentor (as long as they aren't involved with the situation).

We also encourage you to take breaks whenever you need them.

What will they ask me?

We always allow you the time and space to explain what happened in your own words.

We may ask follow-up questions to clarify things, but our trauma-informed team approaches each question with care and sensitivity. We recognise that trauma can impact how we remember incidents.

You can choose how much to share, but more information helps us build a clearer picture.

If it's easier, you can provide information through a written account or notes from your SVLO (if you have given them consent to share these).

It's usually best for you to talk us through what happened in your own way, but we're happy to use more structured questions if that helps you feel more comfortable and supported.

SCoB

What if I *don't* want to report the student?

It's your choice whether or not to proceed with an investigation.

If you want to make us aware of the situation but don't want an investigation into what happened, we simply record the information.

You can withdraw your report at ***any time.*** If the investigation is in its final stages, we may complete it, but this depends on the allegation, risk to you, and to the university community.

What if I *do* want to report the student?

Giving Evidence

You'll be invited to discuss the incident with an Investigating Officer and give any evidence (such as screenshots, call logs, or names of witnesses we can contact).

Evidence and witness details will probably be shared with the reported student so they have an opportunity to respond. When all evidence has been collected, the reported student will be invited to respond, with clear instructions to avoid contacting anyone involved.

Witnesses

Not all situations have direct witnesses, but we can reach out to people who may have relevant information. Witness participation is voluntary and they need to respond within 5 days to engage with the process.

Case Summary

Once the Investigating Officer has gathered all information, they will summarise the case and decide on next steps.

If they find the allegation **likely to be true**, they will assess if it falls under Misconduct or Serious Misconduct.

SCoB

What happens next?

This depends on the Investigating Officer's report, if they identify:

- Potential misconduct - a Disciplinary **Meeting**
- Potential *serious* misconduct - a Disciplinary **Hearing**

A hearing involves a panel with one NTSU and two NTU representatives who review the case. You will also have the opportunity to speak.

The Hearing

You are welcome to bring support with you to this meeting, including your SVLO. To prioritise safety and wellbeing, the reported student remains in a separate room. They can listen via MS Teams but cannot interact (camera/microphone are disabled). They are invited to respond separately. We know this process can be distressing, and arrangements can be made on a case-by-case basis.

The Outcome

The outcome is determined by the panel which results in allegations being either **not upheld** or **upheld**, with different potential penalties. The outcome is emailed to you, usually within three working days.

If an allegation is **upheld** and found **likely true**, penalties can include:

*For **Misconduct***:

- Written Warning and/or
- Attendance on Workshops (e.g. Consent is Everything)

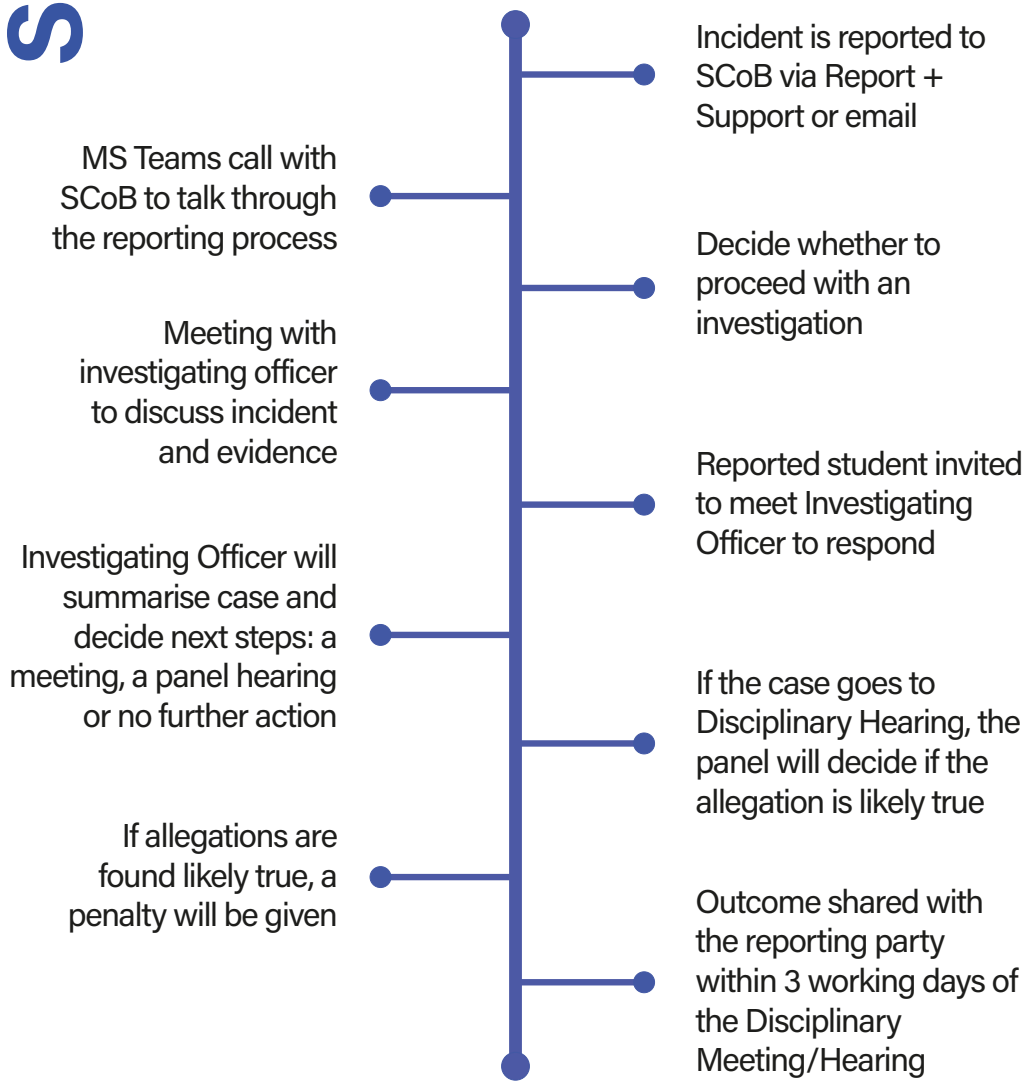
For ***Serious Misconduct***:

- Written Warning **and** any of the following:
  - Attendance on Workshops (e.g. Consent is Everything)
  - Restriction Agreements
  - Suspensions
  - Termination of studies

Your NTU options

SCoB

Timeline from incident to outcome



SCoB

What happens after my case is closed?

Reporting students *cannot* appeal the outcome, but *can* submit a complaint if you feel the investigation wasn't handled appropriately.

Any outcome issued will not impact your involvement in any future investigations; there are no limits on the number of reports a student can submit.

If allegations are **not upheld** this does not mean mean the incident didn't happen. It means there isn't enough evidence to meet the **required level of proof** under the SCoB.

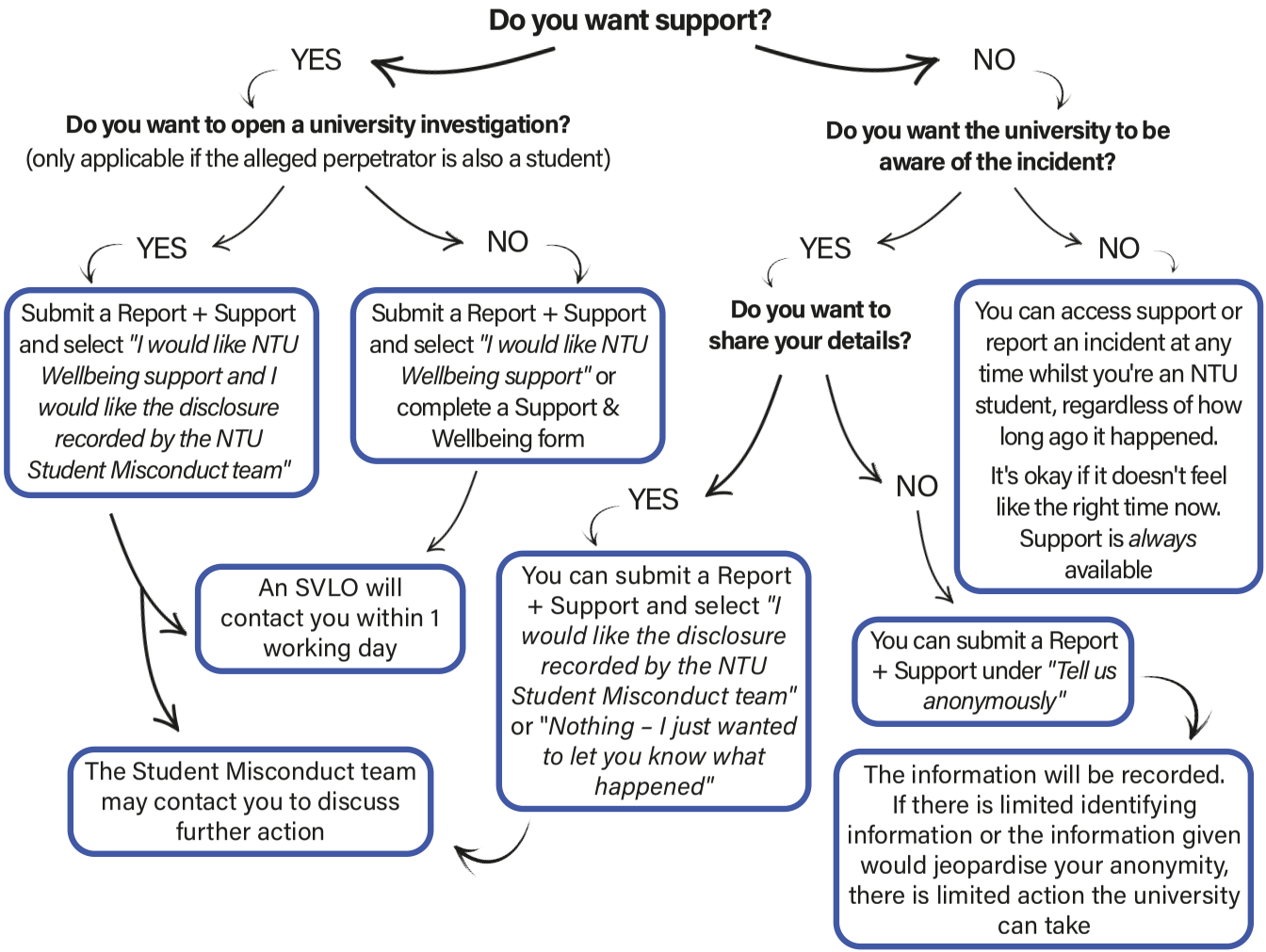
What if I report to the police *and* the university?

We don't investigate active police cases as we risk jeopardising their investigation, ***but*** we can put precautionary measures in place whilst police investigations are ongoing.

When the police case has concluded, we will assess whether the situation also needs to be reviewed under the SCoB.

We can investigate allegations that have been closed by the police because our threshold to prove whether or not something happened is lower than the standard of evidence required for criminal (police) investigations.

Your NTU support routes



Your NTU options

SSS

What are the other Student Support Wellbeing Services?

At NTU we have a range of wellbeing teams you can speak to for support with your mental health and wellbeing, whether you are struggling with long-term mental health difficulties or if something has happened recently that is impacting you.

What can they help me with?

Student Support Advisors (SSAs): based in academic schools offering any of the following:

- Support for students who are struggling with attendance or deadlines
- Advice, signposting, or creating a support plan
- Ongoing support for more complex situations
- Referrals to other services or support time out/withdrawal decisions
- Tailored support for specific groups (e.g. care-experienced, estranged, transgender, pregnant/new parents, carers, mature students, victims of crime)

Wellbeing Team: provide advice, guidance and signposting to students who are struggling with their wellbeing.

Counselling Team: provide a safe place to talk about any personal, emotional, or psychological issues that you want to address, including stress, anxiety and depression.

Student Accommodation Support Officers (SASOs): support students living in NTU, UPP, or affiliated private halls and can help with any problems that are affecting your time at university or your halls experience. SASOs are available until 10pm every day.

SSS

How can I get support from them?

To access SSA, Wellbeing or Counselling support you will need to complete the **support and wellbeing referral form**.

After your referral has been reviewed, the most relevant team will contact you via email.

To speak to a SASO you can email saso@ntu.ac.uk, or call on 0115 848 2323.

Your SVLO can also refer you to the SSS wellbeing services if you would like mental health and wellbeing support.

How will I speak with them?

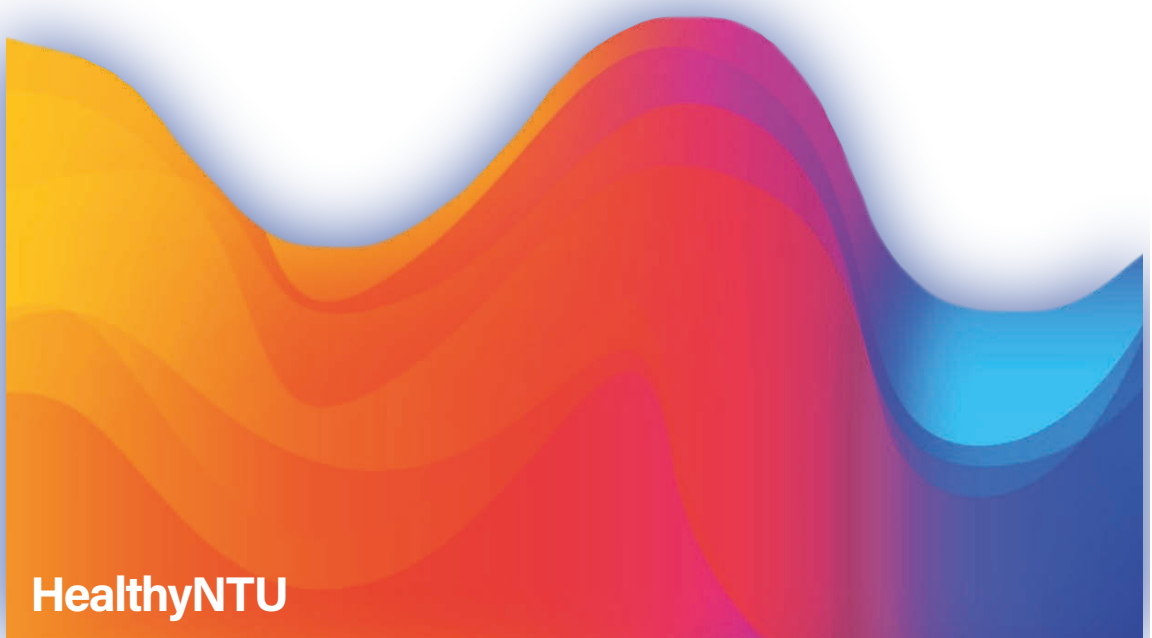
The relevant team will speak you via MS Teams, phone or face to face on any Nottingham campus.

What will they ask me?

In your first appointment with a Student Support Advisor or Wellbeing Advisor, they'll ask some questions to help understand what's going on for you and how they can support you. You don't have to answer all questions, but it can help to provide a full picture. This may include:

- What's been going on for you recently, and how you've been feeling emotionally and physically
- Whether you have any concerns about your safety or wellbeing
- Any current or past support (e.g. GP, counselling, other services, friends or family)
- Whether drugs or alcohol are playing a role for you at the moment
- The impact on your studies (e.g. concentration, attendance, assessments, or deadlines)
- Any additional concerns, such as accommodation, safety, or financial pressures
- What you would like help with and what should happen next

Reporting to the Police



HealthyNTU

The Police

How do I contact them?

At NTU we have dedicated Police Officers you can speak to for advice on incidents and keeping yourself safe. They are regularly on campus or you can email them via **NTUpolice@notts.police.uk**.

If you are in **immediate danger,** please contact 999.

If you are currently safe, you can contact 101.

You can also visit a police station in person or use the online crime reporting service.

If you are being supported by an NTU SVLO, they can explain these options and assist with this if you would like.

Can I have someone with me?

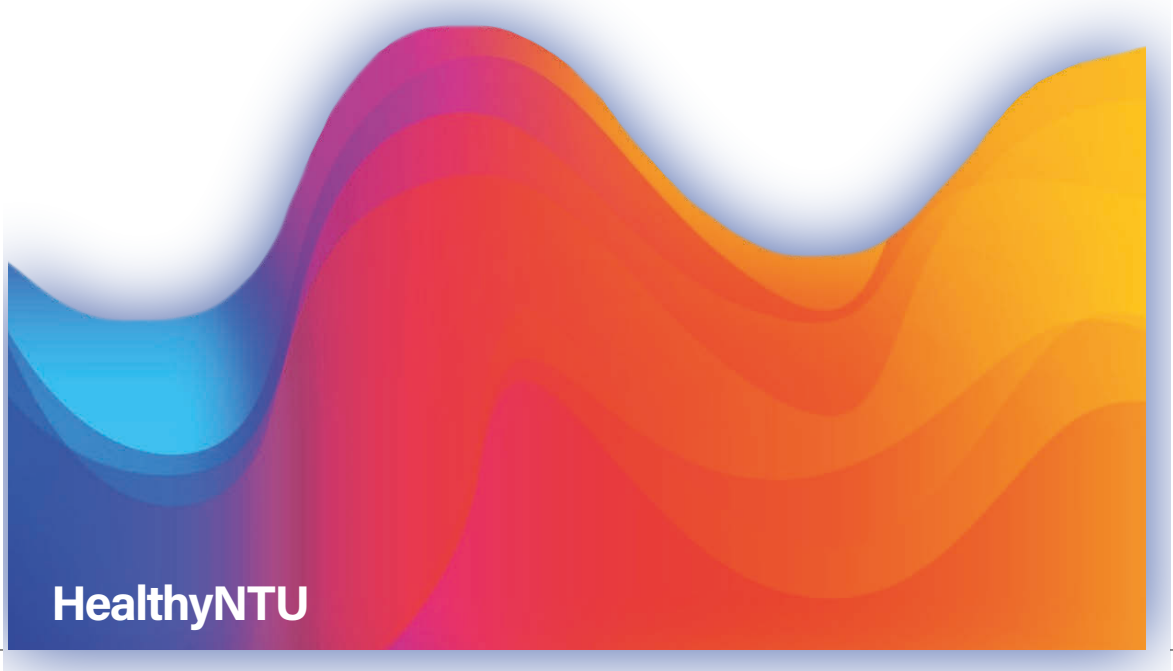
You can have a friend or family member with you to make the process more comfortable. If they are a potential witness they won't be able to to sit with you whilst you give your statement.

If you would like your NTU SVLO to support you, they can walk through what an appointment might look like, or be in the room while you call the Police. They cannot sit in the room with you whilst you make a statement.

Next steps

The police have Specially Trained Officers (STOs) who specialise in supporting people to report a sexual offence. You can read the **Nottingham Your Journey** guide for a comprehensive overview of reporting to the police and this process.

Supporting someone



HealthyNTU

Supporting someone

Things you *could* say

- *"I'm really sorry that happened to you"*
- *"Thank you for sharing that with me"*
- *"Can I do anything to help?"*
- *"Did you want to speak to someone about this?"*
- *"I'm here if you want to talk about it"*
- *"I know some services you could contact if you wanted?"*

The most helpful thing you can do it **listen and validate them.**

You do not need to have all the answers.

Things to *avoid* saying

- *"I think you should..."*
- *"Are you sure that happened?"*
- *"Why did you..."*
- *"I'm sure they didn't mean to..."*

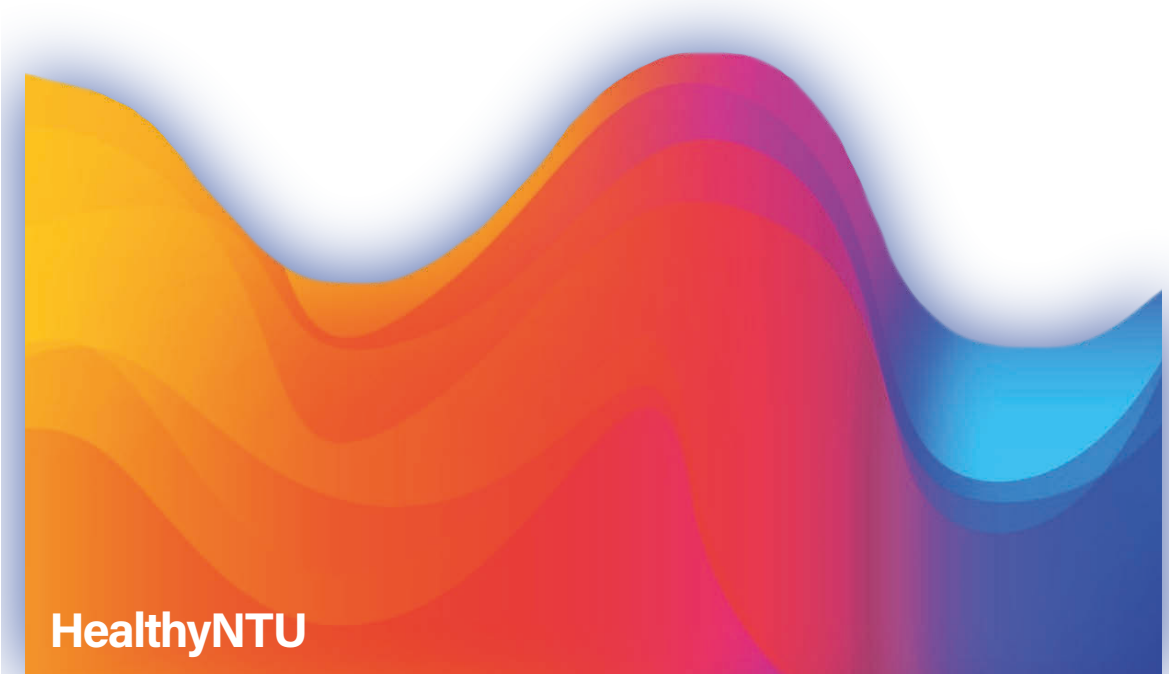
Questions and comments like these can be really invalidating to a victim/survivor. You don't need to question or investigate what's happened; try to let them guide the conversation.

Things to keep in mind

Two thirds of victims/survivors will disclose what has happened to them to at least one person. **Your response could make all the difference for them.**

It can be really difficult to hear about an incident of sexual violence, especially from a friend or peer. Make sure you look after yourself and seek support if needed.

Useful contacts



Nottingham Contacts

Nottingham Sexual Violence Support Services (Notts SVSS)

Specialist sexual violence service offering therapeutic support, ISVA (Independent Sexual Violence Advisor) support and a helpline.

Helpline Number: 0115 941 0440

Website: www.nottssvss.org.uk

Topaz Centre - Sexual Assault Referral Centre

Confidential healthcare and support with a 24/7 helpline.

Helpline Number: 0330 223 0099

Website: www.topazcentre.org

Equation

Specialist domestic and sexual abuse charity working with young people and offering direct support to male and LGBTQ+ survivors.

Male Helpline Number: 0800 9956 999

LGBTQ+ Helpline Number: 0330 088 0787

Website: www..equation.org.uk

Juno

Specialist domestic abuse service for women.

Helpline Number: 0808 800 0340

Website: www.junowomensaid.org.uk

National Contacts

Rape Crisis England and Wales (RCEW)

Membership organisation for Rape Crisis centres across England and Wales offering resources, information, and a 24/7 helpline.

Helpline Number: 0808 500 2222

Website: www.rapecrisis.org.uk

Galop

Specialist support for LGBT+ people who have been subjected to domestic abuse, sexual violence, hate crime, so-called conversion therapies, 'honour'-based abuse, forced marriage, and other forms of abuse.

Helpline Number: 0800 999 5428

Website: www.galop.org.uk

Safeline

Specialist sexual violence support for any age or gender, including a specialist helpline for male victim/survivors.

Helpline Number: 01926 402 498

Male Helpline Number: 0808 800 5005

Website: www.safeline.org.uk

Your Notes

Your Notes

Your Notes


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