

Reporting Form

This form is for any individual wishing to make a report (the ‘Reporting Party’) about students registered at or a member of staff working at BIMM University.

Reporting Party Details	
Title:	
Surname:	
Forename:	
Student ID Number <i>(if applicable)</i> :	
Course & Year <i>(if applicable)</i> :	
E-mail Address:	
Mobile Number:	

As part of the reporting process, you are entitled to nominate a Supporting Party if you wish us to include them on any correspondence. This is optional, and examples of appropriate Supporting Parties include a friend or family member, but not a legal representative or a member of Institute staff.

Supporting Party Details	
Title:	
Surname:	
Forename:	
Student ID Number <i>(if applicable)</i> :	
Course & Year <i>(if applicable)</i> :	
E-mail Address:	
Mobile Number:	

Note: If you or your Supporting Party’s contact details change at any point during the investigation, it is important that you notify us as soon as possible. We also need you to inform us if you will be away and/or unable to be contacted while the investigation is ongoing.

Details of the Individual(s) about whom you are making a Report	
Individual 1	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if known & applicable)</i> :	
Individual 2	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	
Individual 3	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	
Individual 4	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	
Individual 5	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	
Individual 6	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	
Individual 7	
Title:	
Surname:	
Forename:	
Student or Staff Member:	
Course & Year <i>(if applicable)</i> :	

Details of any other individuals can be included in the ‘additional information’ section of this form.

Your Report

You should set out the details of the incident(s) you wish to report, including dates, times, locations and factual details where possible. Please be aware that, with your consent, this form may be shared with those reported, so you only need share what you feel comfortable including at this time, as there will be other opportunities for you to provide more detail.

Informal Process			
<p><i>We encourage informal resolutions wherever possible and appropriate to the nature of the incident(s) in question. Concerns can be raised immediately with the student or member of staff responsible or with a member of the Student Support Team, with the aim of resolving the problem directly and informally. Please outline any informal steps you may have taken and why you are now making a formal report.</i></p>			
Name of the person you contacted:		Approximate date informal process was concluded:	

Additional information
<p><i>Please include anything else we should be aware of, such as whether or not you reported the incident(s) to the police or anyone else, details of any contact you may have had with those involved since the incident(s), names of witnesses, the existence of any evidence that might substantiate your report.</i></p>

Reporting Party Declaration

By signing this form electronically, you understand that the Institute will need to handle personal or sensitive information in order to deal with your report effectively. No information from this report will be recorded on your student record, and your information will be handled in line with data protection requirements.

If necessary, information from your report may be shared with members of staff for the purpose of conducting an investigation. If deemed necessary and appropriate, any data submitted and processed as part of your report may also be shared with the police to facilitate any investigation they may wish to conduct.

You will not be disadvantaged in any way by making a report about a member of staff. However, in order to provide a process that is fair to both parties, individuals about whom reports are made have the right to see details of allegations made against them so they can respond fully, and this may include some or all of this form.

By submitting this form, you are confirming that the information provided is factual and accurate to the best of your knowledge.

Please type your name in the signature box below:

Signature	
Date	

Supporting Party Declaration *(if applicable)*

By signing this form electronically, you are agreeing that the Institute can hold and process the data you have submitted for the purposes of investigating the report. Your information will only be used in relation to this report.

Please type your name in the signature box below:

Signature	
Date	

Students of the Institute should submit this form to their Head of Student Support. Any other Reporting Party should submit to AcademicRegistrar@bimm.ac.uk.

Office use only	
Date received	
Referred to	
Referral date	