EDINBURGH UNIVERSITY SPORTS UNION

Reporting: Frequently Asked Questions

1. **How do I report misconduct?**

You can report behaviour which you believe to be a breach of the EUSU Code of Conduct by:

- Making a report via Report + Support
- Completing a Request to Investigate form

2. **What happens after I report an incident?**

Once a report is submitted it will be acknowledged within five working days.

Minor issues may be resolved informally, via frontline resolution.

More serious allegations may lead to an investigation as outlined in the EUSU Code of Conduct.

3. **Who will handle the investigation?**

Investigations are conducted by Case Support Manager – Sport, who ensure that processes are fair, transparent and thorough.

During the investigation phase all decision-making is ratified by the Edinburgh Sport Safeguarding Advisory Group, including precautionary measures.

Should the Case Support Manager – Sport determine the EUSU Code of Conduct has been breached an independent panel will be appointment to determine the discipline penalty.

Where alleged behaviour potentially poses a threat to the safety of University community, the University the Edinburgh Sport Safeguarding Advisory Group may refer the investigation to Student Conduct.

In this instance the reported and reporting party would be notified of this decision and informed of the University process - Code of Student Conduct | Academic Quality and Standards | Registry Services

In circumstances where the reported party is not a matriculated student at the University the Edinburgh Sport Safeguarding Advisory Group may refer the investigation to the relevant Sporting National Governing body. In this instance the reported and reporting party would be notified of this decision and no further action would be taken by EUSU until the Sporting National Governing Body has arrived at an outcome.

Where alleged behaviour potentially constitutes criminal activity the University the Edinburgh Sport Safeguarding Advisory Group may refer the investigation to Police Scotland. In this instance the reported and reporting party would be notified of this decision and no further action would be taken by EUSU until Police Scotland or criminal justice have arrived at an outcome.

4. **As the reporting party how will I be kept informed about the investigation?**

You will normally be contacted by email using the email address you shared with us in the Request to Investigate or Report + Support form.

In some cases, the University may put in place a 'precautionary suspension' before a Conduct Investigator contacts you. You can find more information in the section '**What is a precautionary suspension?'** below.

5. **As the reported party how will I be kept informed about the investigation?**

You will normally be contacted by email using you're your student email address, the email address used to register for membership with or the one included in your volunteer or coaching agreement.

In some cases, the University may put in place a 'precautionary suspension' before a Conduct Investigator contacts you. You can find more information in the section '**What is a precautionary suspension?'** below.

6. **As a club how will I be kept informed about the investigation?**

You will normally be contacted by email using the official club email address, with communication being addressed to the Club Executive Committee.

In some cases, the University may put in place a 'precautionary suspension' before a Conduct Investigator contacts you. You can find more information in the section '**What is a precautionary suspension?'** below.

7. **Confidentiality – who will have access to the information I provide?**

Information you share during the process will be treated as confidential as far as possible.

Information may be shared with staff, Executive Committee members or student leaders involved in the student conduct process, for example those on the independent panel.

In order to carry out a fair and full investigation, the Case Support Manager - Sport is likely to need to share information you provide about what has happened with the person who is being investigated. They may also need to share some information with witnesses, in order to gather evidence from witnesses.

All parties in the investigation will be asked to keep information they receive during an investigation confidential, unless they need to share information for the purposes of seeking advice and support.

If the Conduct team have serious concerns about your safety or wellbeing, if you are a matriculated student at the University they may contact your School Student Advisor, Student Support Team, or Graduate School, or to the Equally Safe Team if your report involves gender-based violence, to ask them to check in with you.

8. What is a precautionary measure or suspension?

In some cases, a precautionary suspension or measure may be applied to protect the both parties as well as the wider University and EUSU community and to ensure a fair investigation. This is not a penalty but a protective measure to safeguard both parties.

Examples of precautionary measures may include you; being prohibited from initiating contact with certain members of the club, restricted from going to certain club or EUSU activities.

If you are placed under a precautionary suspension or measures, you will receive a letter (via email) that sets out the specific terms of your suspension. You will be told who you can contact if you want to provide information or request that the suspension is altered or lifted.

A precautionary suspension may be put in place pending an investigation: for example, if the investigation is delayed because of a criminal justice or national governing body process concerning the same matter.

The decision to impose a precautionary suspension is reviewed every 30 working days. If there is a change in circumstances, a precautionary suspension may be imposed, altered or removed at any time: you will always be informed in writing of any suspension or changes to a suspension.

Any other parties affected by the precautionary suspension will be given relevant information about the suspension: for example, if you are prohibited from initiating contact with a named person, they will be told about this aspect of the suspension.

If you are proven to have breached the terms of your precautionary suspension, for example by contacting a person you are prohibited from contacting, this is likely to constitute a breach of the EUSU Code of Conduct and may lead to disciplinary action.

9. What ongoing support is available to me throughout the process?

As a matriculated student at the University of Edinburgh all of the support services below are available to you during and after the conduct process, regardless of the outcome of the process.

The Student Counselling Service can provide support through short-term counselling and referral to other services.
The Student Counselling Service

The Advice Place is independent of the University, and can offer ongoing advice and guidance to all students involved in the conduct process.
The Advice Place website and contact information

The Equally Safe Team can offer ongoing safety planning and support for those who have experienced gender-based violence.
The Equally Safe Team website and contact information

If you are living in University accommodation, the Residence Life team can offer ongoing practical and wellbeing support.
Residence Life website and contact information

The University Listening Service is run by the University Chaplaincy and is available to all students 24 hours a day, 7 days a week.
The Listening Service

For more information on wellbeing services, including external services, visit the Student Health and Wellbeing website.
Health and wellbeing website

10. **Can I appeal a decision made about my case?**

Yes, you can appeal decisions based on:

- Substantial information directly relevant to the investigation of a case which for good reason was not available for consideration during the investigation.
- Evidence of irregular procure or improper conduct of an investigation or disciplinary action.

An appeal must be submitted within 10 working days of being informed of the outcome. Appeals must be submitted via EUSU Disciplinary Action Appeal Form to sport.case.support@ed.ac.uk.

11. **Who can access my report or information about my case?**

Information is shared only with those involved in handling the case and senior colleagues at the Sports Union on a strictly confidential, needs to know basis, however where cases are escalated to Student Conduct, Police Scotland or the relevant Sporting National Governing body, a copy of the initial report received by EUSU will be shared in the interest of safety.

12. **What should I do if I'm not satisfied with the outcome?**

If you're dissatisfied, with the way the EUSU Code of Conduct procedure has been followed, you can make a complaint about this to EUSU, by following the EUSU Complaints Handling Procedure.