



University of East Anglia

Information Services Directorate



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02 March 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-035)

We have now considered your request of 08 February 2017 for information relating to safeguarding policies.

Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_17-035)

To what extent does your university have a safeguarding policy in place to protect staff and/or students against harassment (sexual and non-sexual) and assault (sexual and non-sexual)?

Please provide the following details:

Q: What does your policy and/or guidance state?

The University's Bullying and Harassment policy for students is available on the web at: <https://portal.uea.ac.uk/student-support-service/student-conduct-and-harassment/bullying-and-harassment>

Advice and support on dealing with sexual assault for students is available on the web at: <https://portal.uea.ac.uk/student-support-service/student-conduct-and-harassment/sexual-violence>

Advice and support on dealing with harassment for staff is available on the web at: <https://www.uea.ac.uk/documents/2506781/2684258/Guidelines+for+Dealing+with+Harassment.pdf/0727908d-485a-402d-b2e4-fa618f41be24>

Q: What support and/or guidance is made available to staff and/or students?

All details are published on the webpages above.

In addition to the information on the above webpages as above there is the following support and guidance in place for staff:

Information on who to speak with at UEA about dignity and respect issues is available on the web at: <https://portal.uea.ac.uk/csed/staff-networks/dignity-and-respect-in-the-workplace>

Staff counselling service on the web at: <https://portal.uea.ac.uk/student-support-service/wellbeing/staff-counselling>

Occupational health service: https://www.uea.ac.uk/hr/employee-information/health?_ga=1.139401843.1116124426.1365499902

Links to external agencies: <https://portal.uea.ac.uk/csed/staff-networks/dignity-and-respect-in-the-workplace/useful-links>

Q: How long has this policy and/or guidance been in place?

The Bullying and Harassment Policy has been in place since 2002. The Sexual Assault guidelines have been in place since 2012 (when it was separated from the existing Bullying and Harassment Policy).

The guidelines for dealing with harassment pertaining to staff were implemented in October 2000 replacing a former set of guidelines. These guidelines are currently under review.

Q: How and when was the current policy and/or guidance decided upon?

Policies are written by the Student Support Service in conjunction with key stakeholders, then approved by the Student Experience Committee and ratified by the Learning and Teaching Committee / Senate.

The guidelines for staff are written by the Human Resources Division in conjunction with key stakeholders, then approved by the Equality & Diversity committee on behalf of the University.

The policy and guidance would have been decided upon within the year it was issued which itself is provided in the response to the question above.

Q: Please provide a link to where this policy and/or guidance is made available to staff and students if possible.

The policies and guidance are available on the web at:

<https://portal.uea.ac.uk/student-support-service/student-conduct-and-harassment/bullying-and-harassment>

<https://portal.uea.ac.uk/student-support-service/student-conduct-and-harassment/sexual-violence>