

## **Reporting Sexual Harassment and Assault (SAH) while at the National Centre for Circus Arts**

### **First:**

- Are you in immediate danger? If you are in immediate danger or seriously injured, contact emergency services on 999 (or 112 from a mobile phone).  
**This reporting process is not for immediate emergencies.**
- If you are comfortable doing so, find a member of staff or a trusted friend to talk to and to support you in reporting the incident.
- Find a safe space. If an incident has just happened, try to find somewhere where you feel safe.

### **If you believe that you have been sexually harassed or assaulted:**

- **Sexual Assault & Harassment Report Form:** Students can report an incident of sexual harassment or sexual assault by using [this form](#).
- This form provides direct and confidential help, without automatically initiating a formal complaint against a student or member of staff.
- Anyone can choose to fill in this report anonymously, and they can request to speak to a Guardian who will be able to talk through any options and support available to you. **No formal investigation will be initiated without your consent. If you choose not to trigger a formal investigation, you will still have access to confidential support.**
- **Formal Procedure:** If you choose to trigger a formal investigation by making a formal complaint about a student or a member of staff, you will be guided through the current complaints procedure as laid out in The Student Handbook

## Reporting to the police:

Deciding whether to report an incident to the police can be a difficult decision to make, especially if you are in shock.

If the incident has just taken place, and you are considering reporting it to the police, then the National Centre recommends that you contact the nearest Sexual Assault Referral Centre (SARC) with the nearest being **Whitechapel Haven**. Or go to the nearest police station within 72 Hours if possible.

If you decide to report the assault, please try not to:

- Drink
- Eat
- Wash
- Smoke
- Brush your teeth
- Go to the toilet
- Change your clothes if possible.

Please try to keep any condoms, bedding, or clothing in separate clean plastic bags. This will all help to preserve any forensic evidence. There is more information on the [Rape Crisis England & Wales](#) website.

- If you are in immediate danger or are seriously injured, call **999 (or 112 from a mobile)**.
- If you decide to report an incident to the police and it is not an immediate emergency, call **101**.

London Metropolitan Police have information on reporting an incident through this link: [Rape, sexual assault and other sexual offences | Metropolitan Police](#).

**You do not have to report an incident to the police.** You can take time to consider this option. You may want to ask a trusted friend to come and be with you and talk with you about what to do next.

A member of staff or Guardian can support you through this if you wish them to, and you can contact them by using the form above. The reporting process will be taken at your own pace, and your involvement is involuntary throughout. You can discuss your options with The Student Support Manager or with the Guardians. The specialist staff at NCCA will never make any assumptions on whether you choose to report an incident or not and will respect your decisions.

**Reporting Anonymously via Crimestoppers** If you are worried about a reporting process, and would prefer to report anonymously, you can report to Crimestoppers. Crimestoppers will send your report to the local police department. You can find additional information about this here: [Independent UK charity taking crime information anonymously | Crimestoppers](#).

### Self-Referral to a SARC:

If you do not want to involve the National Centre or the police, you can seek external support from a Sexual Assault Referral Centre. Our closest centre is [The Havens](#) Whitechapel, who accept self-referrals by appointment and can be accessed 24/7 through their phone line. **If you need to attend the SARC, a specialist member of staff can accompany you.**

The Havens can provide medical help and advice, as well as a forensic medical examination (both available 24/7). They can hold evidence gathered for up to two years should you decide to report to the police at a later date. You do not have to have a medical examination, and you can have a discussion with them about the support you need. Alongside immediate support, The Havens offer free counselling and practical support from Monday to Friday 9am to 5pm.

### Timeframes:

You do not need to report any incidents to the National Centre or the police, but please be aware of these time limits:

- If you suspect you have been given any type of drug, it is best to be tested within 24 hours.
- If you are thinking of having a forensic medical examination, try to go to the SARC or Police as soon as you can and within 72 hours if possible.
- If you need emergency contraception, the medication should be started within 72 hours. You find access to sexual health nurses through this link: [Sexual health clinics near N1 6HD - NHS](#)
- If you think you may need HIV prophylaxis, the medication should be started within 72 hours.

### Getting Support:

- The Student Support Manager is able to provide practical support and advice to anyone who reports an incident. You can book a meeting with the Student Support Manager via Teams.
- If you are experiencing domestic abuse, you can contact the helpline charity **Refuge** and speak to a support officer at [Homepage - National Domestic Abuse Helpline](#) or via **0808 2000 247**. You can also contact the Student Support Manager via Teams for a confidential meeting on campus.
- You can contact your local Sexual Assault Referral Centre for 24/7 support and 9am-5pm counselling. ([Find a rape and sexual assault referral centre - NHS](#)).
- Following an incident, you can reach out to the Student Support Manager for further counseling and support who will be able to put you in contact with specialised sexual assault and harassment support officers.

**Confidentiality:**

**Your confidentiality will be respected, and information will not be shared between the relevant staff (detailed above) without your consent unless you or others are at significant risk.**

We do not report incidents to the police without the consent of the reporting person unless you or others are at significant risk.

Any reports made through the [Reporting Form](#) will not instigate any part of an investigation without your consent.