Appendix 1: Sexual misconduct,andharassing, discriminatory and/or violent behaviours disclosure

Initial support and Early Investigation: Disclosure report

SECTION A: Completion of the form

I am an **officer of the Conservatoire** undertaking the Stage 1 Early Investigation & support		**Name & Position of the Recording Officer:**
I am a **student** wishing to disclose		This form can be emailed directly to: Complaint@rcs.ac.uk or can be filled out digitally on this link – Report Form. From there it is referred directly to the

SECTION B: Your Information (Discloser's Information)

Title						
First Name(s)						
Known as						
Surname/Family Name						
Contact Email Address						
Contact Telephone Number						
Preferred method of contact (e.g. email/text/telephone call)						
Emergency Contact details (optional)						
Name and email address of a supporter, if it is wished that they be copied into correspondence						
Discloser (your) Status (please tick relevant box)	**Student**		**Staff member**		**Individual from outside Conservatoire**	

SECTION C: Discloser's statement (reported allegations)

Set out the details of the reported allegations here. Separate out incidents/allegations as far as you can. Include dates and factual details where possible. Indicate where information is being followed up or may need clarification.
(Expand this box as necessary) **Date/s and time/s of incident/s** **Location/s of incident/s** **Details of incident/s**

SECTION D: Respondent details

Please complete the requested details of the person(s) you wish to report	
Name	
Name of School (if relevant)	
Programme	
Year of study	

SECTION E: Action so far

Include details of any action that has taken place up to the point of completing this report (for example, what support has been offered, details of any agreed period for consideration of next steps, where the matter has been reported to the Police, whether a risk assessment has been completed, whether precautionary measures have been requested/imposed etc.)

SECTION F: Desired/Agreed actions with the Discloser

Use this section to indicate the following as relevant: • *any action that you would prefer to have taken;* • *any action that as an officer of the Conservatoire you have agreed with the Complainant*

SECTION G: Any other relevant/pertinent information (including: Individuals who are aware of the allegations)

Use this section to provide details of any additional relevant/pertinent information that has not already been provided earlier on this form:

Agreement by the Discloser

Please tick each box to indicate your agreement with each statement. You are under no obligation to tick any of these boxes and may tick or choose not to tick any/all of them. This section helps the Conservatoire to understand your wishes with regard to support.		
1	I agree to officers of the Conservatoire informing a member of counselling support staff in the Conservatoire so that I can receive appropriate support.	
2	I agree to officers of the Conservatoire instigating an internal disciplinary process	
3	I agree to officers of the Conservatoire arranging a meeting between myself and the police in order that I make a formal statement	
4	At this point, I would just like to have my disclosure recorded, but I would like more time to consider what I would like to happen next	
Signature of Discloser: **Date:** (DD/MM/YYYY)		

This document will go forward as a record to the Student Community Conduct Officer in the event that internal disciplinary procedures are requested by the student making the disclosure. It may also be requested by the police in the event of a criminal investigation.