

## **FAQ's: Reporting Hate incidents/crimes on and off-campus**

### **1. What is a hate incident?**

The National Police Chief's Council (NPCC) and the Crown Prosecution Service defines a hate incident as:

*"Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability and any crime motivated by hostility or prejudice against a person who is transgender or perceived to be transgender."*

In accordance with the *BU Equality and Diversity Policy*, BU will not tolerate unfair or unlawful treatment on grounds of the following characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity (including Paternity)
- Race (colour, ethnic or national background)
- Religion or Belief (including lack of belief)
- Sex
- Sexual orientation

### **2. What is the role of BU and SUBU in promoting good relations on and off-campus?**

BU and SUBU aims to promote good relations by following these five principles:

**Equality**, Acting swiftly to challenge discrimination, harassment and bullying in all its manifestations

**Respect**, Framing the right to self-expression within the context of respect for others; encouraging dialogue about the issues that connect and divide individuals and communities, discussing prejudice; challenging preconceptions and assumptions.

**Security**, Creating a safe environment for staff and students free from intimidation, harassment and fear; tackling hate crime; challenging views that promote violence or otherwise deny human rights

**Unity**, Providing opportunities to learn about difference and identify common ground; promoting the benefits of developing knowledge and skills that improve personal and communal relationships

**Cooperation**, Taking a proactive approach to conflict resolution that is fair, consistent and transparent

(Equality Challenge Unit. (ECU). 2013. [Promoting good relations on campus. Equality Challenge Unit, London](#)).

### 3. What support is available to me if I report an alleged hate incident or hate crime?

If you have been subject to a hate incident/crime then you may require emotional support and/or support to report the incident/crime. BU offers several sources of support for students and staff who have been subject to a hate incident/crime no matter where the incident took place. These include:

- [Neighbourhood Police Team](#)
- [SUBU Advice](#)
- [Faith & Reflection](#)
- [Wellbeing Service](#)
- [Equality and Diversity Adviser](#)
- [Student Support Engagement Officers<sup>1</sup>](#)
- [AskBU](#)

In addition to the above, staff can also access:

- [Human Resources](#)
- [Trade Unions](#)
- [Occupational Health and Wellbeing Adviser](#)

There are number of organisations that provide reporting and support to individuals who experience a hate crime. These are listed below:

- [Victim Support](#)
- [Access Dorset](#)
- [Autism Wessex](#)
- [Borough of Poole](#)
- [Bournemouth Borough Council](#)
- [Bournemouth People First](#)
- [Intercom Trust](#)
- [Poole Forum](#)
- [People First, Dorset](#)
- [Weymouth College](#)

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<sup>1</sup> These individuals are available to support students with any welfare issues that occurs as a result of experiencing a hate crime.

There are other organisations/community groups that will take reports and will sign post to other partners for ongoing support.

- [Bourne Free](#)
- [Bridport CAB](#)
- [Kushti Bok](#)
- [More Bus](#)
- [Over the Rainbow](#)
- [Proud Cherries](#)
- [Unity in Vision](#)

#### **4. Would an alleged hate incident be viewed as a serious incident at BU?**

Yes. If the incident is reported to BU directly via the 24-hour emergency number 222 (01202 962222 from a mobile) number then further investigations by the on-call Serious Incident Officer (SIO) will occur by contacting you by telephone and asking you for more information about the incident. Based on the information provided the following action is likely to be taken:

- The incident is reported to the Neighbourhood Police Team via the affected individual or the on-call SIO.
- A report of the incident is created by the on-call SIO which will be shared with relevant staff within BU. A copy of this report will also be shared with the Neighbourhood Police Team.
- If necessary the BU Major Incident Group will be notified.
- The affected individual will be made aware of the support available within and outside BU and contact might be made on behalf of the individual.

#### **5. Who can report an alleged incident?**

It will normally be expected that the individual who was subject to the hate incident/ crime will report what has occurred. However, a member of staff can report it on another's behalf where appropriate.

#### **6. How do I report a hate incident/crime?**

Reports can be made directly to the Police by calling 999 if you're reporting a crime that's in progress or if someone is in immediate danger. If the crime isn't an emergency, call 101 or [contact your local police](#). Alternatively, you can approach the [Neighbourhood Policing Team](#) or report the incident on-line via the [Dorset police website](#).

If you would prefer not to report directly to the Police then you can report via BU and/or SUBU Advice who are third party reporting centres.

You can report the hate incident/crime to BU by calling 222 (01202 962222). SUBU Advice contact details and opening hours can be found [here](#).

You can seek advice about how to report a hate incident/crime by approaching:

- [Faith & Reflection](#)
- [AskBU](#)
- [Equality and Diversity Adviser](#)
- [Human Resources](#)
- [SUBU Advice](#)

Reports will be processed faster if you report them yourself to Dorset Police or the Neighbourhood Police Team, and that a Police officer will need to speak to you even if the incident/crime is reported on your behalf by another person as part of their investigation.

### **7. What happens if I am subject to an alleged hate incident off-campus?**

Staff or students would be expected to report the incident to Dorset police by calling them directly, or via its [on-line](#) reporting form. You can also report the incident to SUBU Advice.

### **8. Who will contact me once I reported an incident/crime?**

If you report via BU the Equality and Diversity Adviser will contact you to offer support. Alternatively, if you report the incident via SUBU Advice or directly to Dorset police, then you will be contacted by the police.

### **9. Will an alleged hate incident also be investigated by BU?**

Yes. In addition to a Police investigation BU may complete an internal investigation following the procedures outlined in the relevant student and/or staff procedures, such as BU Students Complaints Policy and Procedure and the Dignity and Respect (Harassment) Policy and Procedures.

### **10. How will the alleged hate incident be recorded when reported to BU/SUBU?**

Any hate incident or crime will be recorded via the:

- Serious incident report which will provide information about the incident and the action taken to support the individual.
- Incidents reported to SUBU Advice will be forwarded directly to the Police via the Dorset police [on-line](#) reporting form.

When completing the Dorset police [on-line](#) reporting form you will be asked to provide some basic information about the incident/crime. This form is separate to the University. All hate incidents will be shared between SUBU Advice, BU and Dorset Police as part of the quarterly security meetings.

### **11. What will happen to contractors who commit a hate incident/crime on campus?**

BU would investigate any alleged incident in partnership with the contractor or agency and take the appropriate actions.

## **12. Which BU Committee will take responsibility for the monitoring of alleged hate incidents?**

A report of all **anonymised** incidents or crimes will be presented as part of the Equality and Diversity Annual report. This report will be based on information provided via the students, staff or externals who have followed the Students and staff complaints procedure BU Crime/incident report form. This report will be presented to the Equality and Diversity Steering Group.

### **LINKS TO OTHER POLICIES**

[Equality and Diversity Policy](#)

[Dignity and Respect \(Harassment\) Policy and Procedure](#)

## Appendix 1: Third party reporting centres

The following outlines how BU and SUBU will act as third party reporting centres.

For BU the main point of contact for reporting a hate incident or crime is through the Equality and Diversity service or one of the contact points identified in section 6. Any reports of incidents will be held securely on BU Servers.

For SUBU the main point of contact for reporting a hate crime is SUBU Advice.

BU and SUBU as third party reporting centres are working together to ensure students and staff are that they are reporting centres

BU and SUBU will provide a confidential and safe area to speak to victims and take reports if necessary. However if there is immediate risk of harm to someone contact the police immediately by calling 999.

- Ensure there is an adequate proportion of staff that understand and can advise what a hate crime is (taken from this protocol) and take reports.
- Actively promote information on the service to service users on their website (if they have one) and in public areas, including displaying the reporting centre sign.
- Have available hard copies of the forms for reporting and where possible access to online reporting.
- Ensure completed reports are forwarded to Dorset Police, destroying any copies once submitted.
- Undertake two awareness raising activities yearly in relation to hate crime and being a reporting centre e.g. newsletter item, information at events etc... Prejudice Free Dorset can assist reporting centres with written information if required.
- Engage with and respond to requests from Dorset Police and Prejudice Free Dorset regarding the third party reporting process to include feedback to help improve the process and identify trends.
- The purpose of protocol and reporting system is to in essence ensure the immediate safety of the client and collect and submit details on hate crimes. Each organisation will have its own policies and procedures regarding what services it provides to clients and it is for the organisation to invoke those policies with regard to any necessary subsequent support, if unable to provide support, clients should be signposted to other organisations such as Victim Support.
- Provide a confidential and safe area to speak to victims and take reports if necessary.
- Actively promote information on the service to students or staff on their website and in public areas, including displaying the reporting centre sign.
- Have available hard copies of the forms for reporting and where possible access to online reporting.
- Ensure completed reports are forwarded to Dorset Police, destroying any copies once submitted.

## Appendix 2 Flow chart: Reporting hate incidents/hate crime at BU

