

Support and Report Form

This is a Word version of the online form used for reporting serious incidents.

It is provided only to list the questions that are asked on the form itself, to help you prepare for making a report.

[Click here to open the form itself](#)

Use this form to report serious issues, such as potential misconduct (including harassment and sexual misconduct) that you have experienced or witnessed. This form will be processed by the Student Services team at LAMDA.

* = Required question

Introduction

You will need to complete this form in one go. To help you prepare for this, you can download this Word document that shows all of the questions.

At the end of this form, you will be asked for your contact details. If you would like Student Services to respond to this form and discuss potential next steps with you, you will need to share your contact details.

LAMDA will not normally act solely on the basis of anonymous allegations of misconduct. Anonymous reporting can help LAMDA to build up an understanding of an issue or situation, and Student Services will consider all anonymous reports received. However, it is almost always preferable to speak confidentially to one of the Student Services team, so that appropriate support can be offered.

<https://www.lamda.ac.uk/all-courses/coming-lamda/your-wellbeing>

1. I understand and want to complete this form *

☐ Yes

Report

2. How would you describe what has happened? *

Tick all that apply

- ☐ Harassment
- ☐ Sexual Misconduct
- ☐ Physical Misconduct / Threatening Behaviour ☐ Hate incident
- ☐ Bullying or victimisation
- ☐ Theft or damage to property
- ☐ Disruption
- ☐ Other / Not sure

3. Where did this happen? *

Tick all that apply

- ☐ On campus
- ☐ On placement
- ☐ On location / on a LAMDA trip
- ☐ Online
- ☐ Don't know
- ☐ Prefer not to say
- ☐ Other

4. When did this happen? *

- ☐ Within the past three months
- ☐ Within the past year
- ☐ Within the past one to three years
- ☐ More than three years ago
- ☐ Don't know

5. This happened to *

- ☐ Me
- ☐ Someone else
- ☐ Prefer not to say

6. When this happened, was the person who experienced it a registered student at LAMDA? *

- ☐ Yes
- ☐ No
- ☐ Don't know

7. ^{*} If other people were involved in this incident, please tick any categories you think apply

- ☐ Current student
- ☐ Former student
- ☐ Member of staff
- ☐ Former member of staff
- ☐ Visitor
- ☐ Member of the public
- ☐ Prefer not to say

8. If you are reporting on behalf of someone else, please confirm you have their permission to make this report

- ☐ Yes, I have their permission
- ☐ No, I do not have their permission
- ☐ Not applicable

9. If you are able to, please give a brief description of what happened

If you would rather just talk to someone in Student Services, please let us know here.

10. I wish to give my contact details

- ☐ Yes, I will give my contact details
 - ☐ No, I wish to remain anonymous
-

Anonymous forms only

There are some optional questions here. If you do complete them it will help us to monitor trends and identify areas we may need to improve

11. Why did you choose not to give your contact details? *

- ☐ I've made a report in the past and no action was taken
- ☐ I don't think I will be believed
- ☐ I am embarrassed
- ☐ I am concerned about the consequences for me
- ☐ I am concerned about the consequences for other people I don't want anyone to know what happened
- ☐ This isn't a very serious matter

Monitoring data

12. Optional question (age): how old is the person who experienced this?

- ☐ Under 18
- ☐ 18-21
- ☐ 22-25
- ☐ 26-35
- ☐ 36-45
- ☐ 46-55
- ☐ 56 or over
- ☐ Prefer not to say

13. Optional question (gender): how does the person identify?

- ☐ Woman
- ☐ Man
- ☐ Transgender woman
- ☐ Transgender man
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ I don't know

14. Optional question (sexual orientation): how does the person identify?

- ☐ Bisexual
- ☐ Gay or lesbian
- ☐ Heterosexual or straight
- ☐ Other sexual orientation
- ☐ Prefer not to say

15. Optional question (ethnicity): how does the person identify?

- ☐ Asian or Asian British (any Asian background incl. Bangladeshi, Chinese, Filipino, India, Pakistani)
- ☐ Black, African, Black British or Caribbean
- ☐ Mixed or multiple ethnic groups
- ☐ White (any White background)
- ☐ Latino / Latina / Latinx
- ☐ Arab
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to say

16. Optional question (religion): how does the person identify?

- ☐ None
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Pagan
- ☐ Sikh
- ☐ Other
- ☐ Prefer not to say

17. Optional question (disability): does the person have any disabilities, health conditions or learning differences?

- ☐ Learning differences (eg dyslexia, ADHD)
 - ☐ Social / communication conditions (eg autistic spectrum disorder or speech impairment)
 - ☐ Long-term illness (eg cancer, HIV, diabetes, epilepsy)
 - ☐ Mental health conditions (eg depression, anxiety, bipolar) Physical impairment
 - ☐ D/deaf or hearing impairment Blind or visual impairment
 - ☐ Developmental condition (eg affecting motor, cognitive, social or language skills)
 - ☐ A condition not listed above
 - ☐ None
 - ☐ Prefer not to say
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Contact details – named forms only

18. Name *
19. Email address *
20. Phone number *
21. If you are a current student, what course are you taking? *

Monitoring data

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- ☐ Mixed or multiple ethnic groups
- ☐ White (any White background)
- ☐ Latino / Latina / Latinx
- ☐ Arab
- ☐ Other
- ☐ Unknown
- ☐ Prefer not to say

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-