

# Dignity and Respect Policy: Bullying and harassment between students or students and staff

## Monitoring form

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**To be completed by member of staff approached by a student or member of staff experiencing bullying and harassment.**

The purpose of the form is to provide anonymous information about claims of bullying and harassment made by

- i) students experiencing bullying and harassment by another student or students or staff member; and
- ii) staff who experience bullying and harassment by a student or students, including individuals who are not students of the university

under the Dignity and Respect Policy.

The information will be used for monitoring the overall level and nature of allegations of bullying and harassment within the University and the production of an annual report.

Please tick appropriate boxes. Do not include names of individuals against whom the allegations have been made.

### Indicate your own staff category

- Associate Lecturer
- Regional Academic Staff
- Central Academic Staff
- Central Administrative Staff
- Regional Administrative Staff
- Other (indicate)

Signed

Print name

Date

Email

**Indicate the staff category of anyone with whom the allegation has already been discussed**

- Associate Lecturer
- Regional Academic Staff
- Central Academic Staff
- Central Administrative Staff
- Regional Administrative Staff
- Other (indicate)

**Indicate the status of the person or persons complained against**

- Student
- Associate Lecturer
- Regional Academic Staff
- Central Academic Staff
- Central Administrative Staff
- Regional Administrative Staff
- Other (indicate)

**Situation in which the alleged bullying or harassment took place**

- On-line conference
- Telephone conversation
- Tutorial or day school
- Email
- Study group
- Letter
- Residential school
- Other (indicate)

**Nature of the alleged bullying or harassment**

- Physical contact
- Exclusion
- Verbal abuse
- Coercion
- Pestering
- Obscenity
- Patronising
- Intrusion
- Other (indicate)

**Content of alleged verbal bullying or harassment, if applicable**

- Sexual
- Physical characteristics
- Cultural
- Physical abilities
- Racial
- Intellectual abilities
- Religious
- Political
- Other (indicate)

Send this form to:

Secretary  
Office of the Director, Academic Services  
The Open University  
Walton Hall Milton Keynes MK7 6AA