

Blackfriars Studium Institute of Theology (BSIT)

HARASSMENT POLICY AND PROCEDURE

The Blackfriars Studium Institute of Theology (BSIT) is committed to establishing and maintaining an environment characterized by respect for others. All forms of harassment are strictly forbidden, and allegations of harassment will be taken seriously.

Harassment may be broadly understood to consist of unwarranted behaviour towards another person, so as to disrupt the work or reduce the quality of life of that person, by such means as single or successive acts of bullying, verbal or physical abuse or ill-treatment, or otherwise creating or maintaining a hostile or offensive studying, working, or social environment.

Unacceptable forms of behaviour may include unwelcome sexual advances, unwelcome requests for sexual favours, offensive physical contact or verbal behaviour of a sexual nature, or other hostile or offensive acts or expressions relating to people's protected characteristics (e.g. sex, sexual orientation, religion or belief, race, age, or disability, marital or civil partnership). Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

(A) Allegations of harassment of a student by a BSIT Officer, or of a BSIT Officer by a student, or of a BSIT Officer by another BSIT Officer

A student or an Officer who wishes to report harassment by an Officer is encouraged to seek the advice and support of one of BSIT's Harassment Officers immediately.

Parties to the allegation may be advised to enter into a mediation or conciliation process. All parties involved in a mediation or conciliation process are bound by confidentiality principles. A record will be made of any resolutions or agreements.

Where informal mediation is not appropriate, or where it fails to achieve a resolution, a formal report may be made to the Vice-Director or Secretary of Studies. Formal reports of harassment must be submitted in writing, and should include details of the behaviour causing concern to the complainant, the effect on the complainant, and the resolution sought. Dates and details of witnesses should be included, along with any documentary evidence. The Vice-Director or Secretary of Studies will inform the person against whom the complaint has been made and will meet separately with both parties. Both parties to a complaint retain the right to be accompanied by a colleague, a Religious Superior, or a Trade Union representative.

Where necessary, the Vice-Director or Secretary of Studies may consult other members of BSIT to obtain relevant information. Persons consulted will be bound by the same confidentiality principles as the parties to the allegation.

BSIT will seek a prompt resolution to any allegations of harassment, and all parties are expected to cooperate with efforts to resolve the situation. The Vice-Director or Secretary of Studies will review all the evidence presented and will compile a report on the allegation. Both parties to the allegation and any persons consulted will be informed of the decisions made by the Vice-Director or Secretary of Studies. Such decisions may include taking no further action, requiring individuals to undergo specific training, or taking disciplinary action against either or both parties to the allegation.

Should either party wish to appeal against the decision made by the Vice-Director or Secretary of Studies, he or she should write to the Director stating the grounds on which he or she is making the appeal. The Director will then review the case. However, if the Director is one of the parties to the complaint, the party making the appeal should write to the Moderator of BSIT who will then review the case.

(B) Allegations of harassment of a student by another student

A student who wishes to report harassment by another student is encouraged to seek the advice and support of one of BSIT's Harassment Officers immediately.

Parties to the allegation may be invited to enter into a mediation or conciliation process. No student will be required to enter into such mediation if he or she is not willing to do so. All parties involved in a mediation or conciliation process are bound by confidentiality principles. A record will be made of any resolutions or agreements.

If informal mediation is not appropriate, or where it fails to achieve a resolution, a formal report may be made to the Vice Director or Secretary of Studies. Formal reports of harassment must be submitted in writing, and should include details of the behaviour causing concern to the complainant, the effect on the complainant, and the resolution sought. Dates and details of witnesses should be included, along with any documentary evidence. The Vice Director or Secretary of Studies will inform the person against whom the complaint has been made and will meet separately with both parties. Both parties to a complaint retain the right to be accompanied by another student, adviser, or Religious Superior.

Where necessary, the Vice Director or Secretary of Studies may consult other members of the BSIT to obtain relevant information. Persons consulted will be bound by the same confidentiality principles as the parties to the allegation.

BSIT will seek a prompt resolution to any allegations of harassment, and all parties are expected to cooperate with efforts to resolve the situation. The Vice Director or Secretary of Studies will review all the evidence presented and will compile a report on the allegation. Both parties to the allegation and any persons consulted will be informed of the decisions made by the Vice Director or Secretary of Studies. Such decisions may include taking no further action, requiring individuals to undergo specific training, or taking disciplinary action against either or both parties to the allegation.

Should either party wish to appeal against the decision made by the Vice-Director or Secretary of Studies, he or she should write to the Director stating the grounds on which he or she is making the appeal. The Director will then review the case. However, if the Director is one of the parties to the complaint, the party making the appeal should write to the Moderator of BSIT who will then review the case.

Record-keeping

Records of allegations and investigations will be kept in accordance with current Data Protection legislation.

Contacts

BSIT Harassment Officer (Male)

To be appointed

Email

Tel:

BSIT Harassment Officer (Female)

To be appointed

Email

Tel:

Approved by the Directorium on 15/06/2026