

CWU SEXUAL HARASSMENT "FIRST RESPONSE" CHECKLIST



This checklist is for branches and representatives to use following a member disclosure or report of sexual assault or sexual harassment. 'First responder' means – the first person with whom someone chooses to share their experience of sexual assault or sexual harassment. As a representative and potential first responder, you need to be aware of the following steps:

1. STAY CALM AND ESTABLISH ANY IMMEDIATE SAFETY ISSUES:

- Provide a safe and confidential space for the affected member to talk.
- Ask the member what they need at this moment – some members may feel safer with two representatives in the room or prefer to talk to a woman or an equality representative. Offer and facilitate this option if requested.
- Listen and be supportive
- Signpost member to support services if the member's mental or physical health has been affected by the impact of sexual harassment.

2. GATHER THE FACTS:

- What happened and when?
- Who was involved?
- Were there any witnesses?

3. DISCUSS OPTIONS FOR REPORTING:

It is the person's choice what steps they choose to follow and when. In cases of recent sexual assault, members should be advised to report the incident to the police. Discuss with member(s):

- Policies - Employers/CWU policy for handling complaints. In particular:
 - The Informal process
 - The Formal process
- Police reporting (sexual assault/rape/stalking/ indecent exposure/up skirting)

4. AGREEING REPORTING OPTIONS AND NEXT STEPS:

Once a member makes a decision on how they wish to proceed, branches and representatives should take **one or more** of the following actions:

- Help the member complete an incident record using the CWU's sexual harassment diary log.
- Help the reporter set out their report in writing
- Help and assist with raising the matter in writing to the harasser (usually informal route approach
 - members can use the CWU template harassment letter to assist with this process)
- Help and assist with raising the matter in writing to the employer
- Accompany and represent the member in procedural meetings.
- Obtain advice or assistance from CWU HQ.

5. KEEPING RECORDS:

Keep records of any documents/information to record an accurate account of any incidences including an account of how many reports have been dealt with. Records of sexual harassment reports will invariably contain highly sensitive personal information. It is therefore imperative that they are protected in line with GDPR and data protection legislation.

For more information please read the CWU Sexual Harassment Branches and Representatives guide.