

## PROCEDURE TO FOLLOW IN RESPONSE TO INCIDENTS OF SEXUAL OR GENDER-BASED VIOLENCE (SGBV)

### Guide for administrative and academic staff, faculty and internship supervisors

Sciences Po has introduced a campus-wide mechanism for reporting incidents of sexual or gender-based violence (SGBV) and providing support to survivors and witnesses. The mechanism is free, confidential and open to all of the institution's communities (students, faculty, researchers and staff). It consists of:

- An external listening and support service run by France Victimes
- SGBV Specialist Nurses on campus

**It is not the role of administrative and academic staff to record survivors and witnesses' reports. For this, they should be directed to the external support service or the SGBV Specialist Nurses.**

Nonetheless, academic and administrative staff may on occasion find themselves in the position of receiving information about an incident of SGBV, by virtue of the close and trusting relation they have built up with their different interlocutors (students, faculty, colleagues). This is why it is necessary to set out the ethical framework and reporting protocol applicable in such a scenario.

### What should I do if I receive a report?

#### Scenario #1: A person comes to you with a report

- Indicate to the survivor or witness that **you are not bound by a confidentiality clause, nor by medical or professional privacy.**
  - Make the survivor or witness aware that you **will be under an obligation to report any information in your possession to the university's SGBV Officer immediately, providing the name of the survivor or witness (anonymity not permitted) and, if applicable, the identity of the person(s) implicated.**
  - You may, however, reassure the survivor that this report will only be forwarded to the Preliminary Internal Investigation Unit (CEIP) with their prior consent.
- Indicate likewise that you are not qualified to record the report, nor classify the incident, and that **there is a free and confidential service open to all communities at Sciences Po** (the external support and listening service/the SGBV Specialist Nurses).
  - Information to highlight about France Victimes, which can be reached on +331 80 52 33 83 or by email at [help.vss@sciencespo.fr](mailto:help.vss@sciencespo.fr):
    - Support service available every day from 9am to 9pm
    - Hotline reserved for the different Sciences Po communities

- French- and English-speaking interlocutors
- First appointment remote, followed by a face-to-face appointment at a local France Victimes branch near campus
- Case-by-case support according to individuals' needs, provided by a multidisciplinary team (legal experts, psychologists, social workers)
- Professional support and classification of the incident

If the person wishes to continue with their testimony:

- **Record the report as it is given to you, without attempting to dig deeper:**
  - **Avoid asking questions** due to the risk of asking leading questions that influence the survivor's account.
    - The exchange must not become an interrogation
    - **You must nonetheless check that the person is safe** (in no immediate danger)
  - **Adopt a neutral and appropriately distanced manner:**
    - **Do not make judgements on the basis of the information** (e.g. "this is extremely serious", "this is shocking", "something absolutely must be done" etc.)
    - **Do not attempt to characterise the incident experienced** (e.g. "that sounds like sexual touching", "I think you have been a victim of rape")
    - **Do not tell the survivor what they "should" or "ought" to do** (e.g. "don't you think you should alert so-and-so?" "would it not be a good idea to break up with the person?")
- **Do not offer to provide individual support to survivors or witnesses with procedures relating to the SGBV they have reported** (directing them to support organisations, filing a complaint, acting as a regular point of contact etc.). The support provided by Sciences Po will be coordinated by the SGBV Officer once the report has been made.
- **Write up a full report of the exchange immediately and email it to the SGBV Officer** ([referent.vss@sciencespo.fr](mailto:referent.vss@sciencespo.fr)), copying in:
  - your head of department (unless he or she is alleged to be involved in the incident reported)
  - or your contact person within the academic or administrative staff at Sciences Po if you are a teaching assistant or internship supervisor.

NB. You can also suggest that the survivor directly fill in the [reporting form](#) available on the student website, the faculty account space and the intranet.

- The SGBV officer will inform you once the preliminary internal investigation has been launched.
- In addition, you are reminded that **hearing testimonies of sexual and gender-based violence can be very challenging**. The language used by survivors is necessarily violent and the account will expose you to information concerning the private lives of those involved. Accounts can also trigger in listeners feelings or memories associated with incidents of violence that they themselves have experienced. **Hence, if you feel you need support, do not hesitate to contact the listening and support service.**

## Scenario #2: You receive information by email

- **Forward the email to the SGBV Officer** ([referent.vss@sciencespo.fr](mailto:referent.vss@sciencespo.fr))
- The SGBV Officer will contact the survivor to present the SGBV listening and support service and to ensure their consent to the transmission of the report to the CEIP.
- The SGBV Officer will keep you informed of the action taken following your report.

## CONTACTS

- **The external listening and support service run by France Victimes**
  - Tel. 01 80 52 33 83
  - Email: [help.vss@sciencespo.fr](mailto:help.vss@sciencespo.fr)
- **The SGBV Specialist Nurses at your campus Health Centre:**
  - Dijon: [infirmiere.dijon@sciencespo.fr](mailto:infirmiere.dijon@sciencespo.fr)
  - Le Havre: [infirmiere.lehavre@sciencespo.fr](mailto:infirmiere.lehavre@sciencespo.fr)
  - Menton: [infirmier.menton@sciencespo.fr](mailto:infirmier.menton@sciencespo.fr)
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  - Reims: [infirmiere.reims@sciencespo.fr](mailto:infirmiere.reims@sciencespo.fr)
- **Sciences Po's SGBV Officer:** [referent.vss@sciencespo.fr](mailto:referent.vss@sciencespo.fr)