

# HOW TO REPORT A HATE INCIDENT: A FULL GUIDE

## STEP 1: CHOOSE WHO TO GO TO:

If the incident took place on campus or in a building owned or run by the University or Students' Union, such as halls of accommodation, then there are three places you can report the incident:

1. Your Personal Academic Tutor
2. The Union Advice Centre
3. The LGBT+ Society

Through any of these you will receive advice on the best procedure to follow (such as going to the police if the incident is a crime) and the University will be able to implement the appropriate procedure for the incident and can offer professional support. They can all also offer advice if an incident takes place off-campus, particularly if it happens at an event run by the University or Union. For more information check the University's dignity at work policy:

[www.southampton.ac.uk/diversity/policies/dignity\\_at\\_work.page?](http://www.southampton.ac.uk/diversity/policies/dignity_at_work.page?)

If the incident occurs outside of the University or Students' Union then there are a number of places and ways of reporting it:

1. Directly to the Police
2. The LGBT+ Society
3. The Union

## HANDY CONTACTS

Here is a list of contacts that may be useful:

Southampton LGBT+ Society:

[lgbt@unionsouthampton.org](mailto:lgbt@unionsouthampton.org)

[www.lgbt.susu.org](http://www.lgbt.susu.org)

Advice Centre:

[www.unionsouthampton.org/help-and-support/advice-centre/2015/](http://www.unionsouthampton.org/help-and-support/advice-centre/2015/)

[advice@susu.org](mailto:advice@susu.org)

LAGLOs (Hampshire Police)

[www.hampshire.police.uk/internet/advice-and-information/general/lesbian-and-gay-liason-officers](http://www.hampshire.police.uk/internet/advice-and-information/general/lesbian-and-gay-liason-officers)

[postmaster@hampshire.pnn.police.uk](mailto:postmaster@hampshire.pnn.police.uk)

## STEP 2: REPORT THE INCIDENT

### REPORTING TO THE POLICE:

If you choose to report the incident directly to the police there are a number of ways to do this:

1. Call 101 and ask to speak to a LAGLO

This is one way of reporting the incident at the time that it occurs. In an emergency you should call 999.

2. Email

You can email [postmaster@hampshire.pnn.police.uk](mailto:postmaster@hampshire.pnn.police.uk) and your message will be sent to a LAGLO.

3. In person at a police station

Just ask to speak to a LAGLO

4. Online

You can report hate incidents and crimes on the True Vision website: [www.report-it.org.uk/home](http://www.report-it.org.uk/home)

See our full guide for more information on how to make a report.

### REPORTING TO THE LGBT+ SOCIETY:

If you are worried about going directly to the police, or you want advice before you do, then get in touch with the LGBT+ Society and one of our Welfare Officers will be able to assist you. You can email us at [lgbt@unionsouthampton.org](mailto:lgbt@unionsouthampton.org) or contact us on our website or Facebook page.

### REPORTING TO THE UNION:

Like the LGBT+ Society, the Union can support and advise you on how to respond to an incident. You can go to the Advice Centre, which offers a number of support services and can direct you to professional assistance.

## STEP 3: LET US KNOW

If you experience any form of hateful abuse please do let the LGBT+ Society know about the incident. This can be done confidentially through our welfare officers and will allow us to better plan our events and offer other members up-to-date advice and support.

## HANDY LINKS

For more information and resources check these sites:

[www.lgbt.susu.org/welfare](http://www.lgbt.susu.org/welfare) - more information on reporting an incident and further welfare resources.

[www.report-it.org.uk/home](http://www.report-it.org.uk/home) - one place to report a hate crime to the police.

[www.unionsouthampton.org/help-and-support/2015](http://www.unionsouthampton.org/help-and-support/2015) - list of support services offered by the Union and how to find them.

[www.hampshire-police.uk/internet/advice-and-information/general/lesbian-and-gay-liason-officers](http://www.hampshire-police.uk/internet/advice-and-information/general/lesbian-and-gay-liason-officers) - more information on LAGLOs.

[www.southampton.ac.uk/diversity/policies/dignity\\_at\\_work.page?](http://www.southampton.ac.uk/diversity/policies/dignity_at_work.page?) - the University of Southampton's policy on bullying and harassment.

