# Central University of Technology Bloemfontein & Welkom

## Gender Based Violence Report Page

Contact information for Emergency assistance:

Bloemfontein: 0800 0600 60

Welkom: 0800 0600 61

any general incident enquiries please contact Protection Services o

Bloemfontein: 051 507 3767

Welkom: 057 910 3729

## **Gender Based Violence Report Pag**



## Overview

Report an Incident

**View Incident Status** 

## Gender Based Violence Report Page

#### Overview:

- The report page is accessible through a web URL Link Provided by CUT.
  - https://\*\*\*\*\*\*/CUT\_Reporting\_Page/
- ▶ Students or Staff have the option to log an Incident Anonymously.
- ▶ Students or Staff can log their own Incident or on behalf of someone else.
- ▶ All fields marked with a red star "★" are mandatory fields.
- ► IMPORTANT: Once an Incident is logged the student or staff member will receive a Reference Number which can be used to follow up on the case and will be used for communication purposes.

Important Definitions	<u>Description</u>
Complainant:	The person who loges the Incident.
Perpetrator:	The alleged or guilty individual(s) responsible for the incident.
Victim:	If you log an Incident on behalf of someone else, one has the option to provide additional information of the Victim.
Witness:	Individual(s) who sees an event happening.
Report an Incident:	Log an GBV Incident.
View Incident Status:	Follow Up on a reported Incident Using your unique Reference Number.



### **GBV Report Pages Overview:**



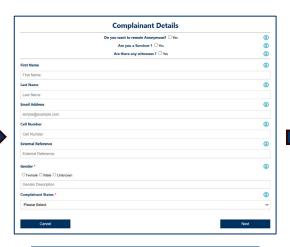
Page 1: Home Page



Page 2: Disclaimer



Page 7: Survivor Details

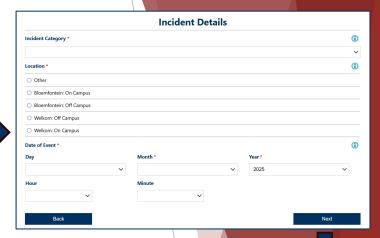


Page 3: Complainant Details



Page 6: Perpetrator Details





Page 4: Incident Details



Page 5: Complainant Statement

## Page 1: Home Page

Important Definitions	<u>Description</u>
Assistance & Emergency	Information for Bloemfontein & Welkom.
Report an Incident	<ul><li>Select to Log an Incident.</li><li>Incidents can be captured Anonymously.</li></ul>
View Incident Status	Used to follow up on your case using the Provided Reference Number after an Incident are captured.



### **Assistance Information**

**Contact Information for Emergency assistance:** 

Bloemfontein: 0800 0600 60

Welkom: 0800 0600 61

For any general incident enquiries please contact Protection Services on:

Bloemfontein: 051 507 3767

Welkom: 057 910 3729

### **Gender Based Violence Report Page**



Report an Incident

View Incident Status

## Page 2: Disclaimer

Important Definitions	<u>Description</u>
Capture Details	Students or Staff can log any Gender Based Violence or Criminal Incidents through the GBV Report Page.
	For any other general incidents students or staff can contact Protection Services.

## **Assistance Information**

**Contact Information for Emergency assistance:** 

Bloemfontein: 0800 0600 60

Welkom: 0800 0600 61

For any general incident enquiries please contact Protection Services on:

Bloemfontein: 051 507 3767

Welkom: 057 910 3729

This reporting page is intended to be used to report any GBV and Criminal Incidents. The information supplied will be treated confidentially. You have the option to remain anonymous.

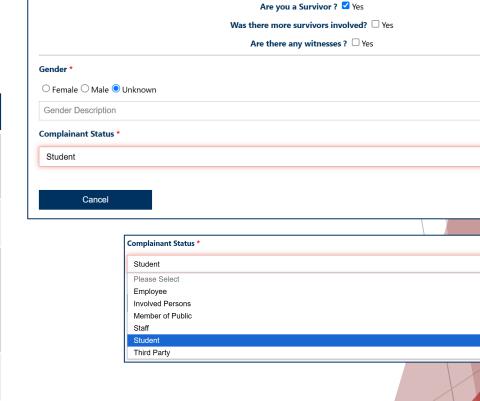
**Capture Details** 



## Page 3: Complainant Details

- ➤ All fields marked with a red star "\*" are mandatory fields.
- The mandatory fields provides CUT with important information needed for further investigation.

Term:	Description:
Complainant Details	Students or Staff have the option to capture a GBV Incident for them self's or on behalf of someone else.
Do you want to remain Anonymous?	Select the check box "Yes" if the complainant wish to remain Anonymous.
Are you a Survivor?	<ul> <li>The person to whom the GBV Incident was inflicted or affected by the Incident.</li> <li>If a student or staff member log an Incident and are the survivor Select the check box "Yes".</li> </ul>
Are there any witnesses?	Select the check box "Yes" if there was any witnesses.
Complainant Status	> The complainant's affiliation.



**Complainant Details** 

**Do you want to remain Anonymous?** ✓ Yes

**(i)** 

**(i)** 

**(i)** 

Next

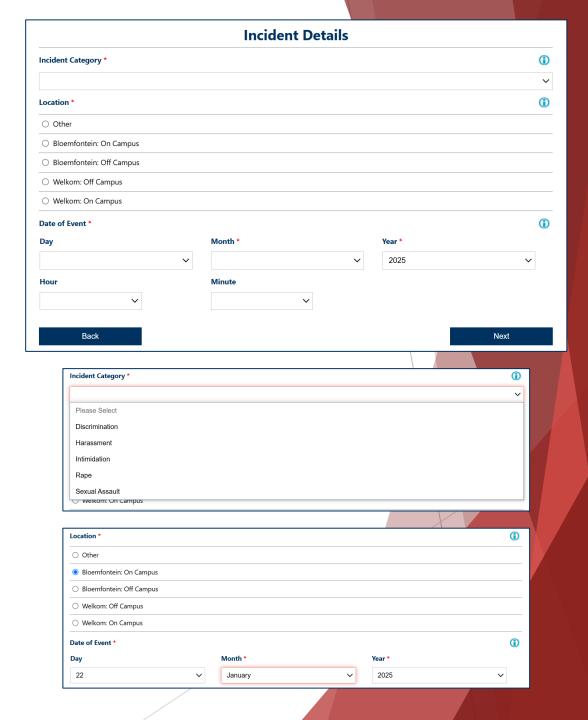


## Page 4: Incident Details

- ➤ All fields marked with a red star "★" are mandatory fields.
- The mandatory fields provides CUT with important information needed for further investigation.

Term:	Description:
Incident Category	➤ The Type of GBV Incident.
Location	Where did the Incident take place.
Date	> When did the Incident happen.



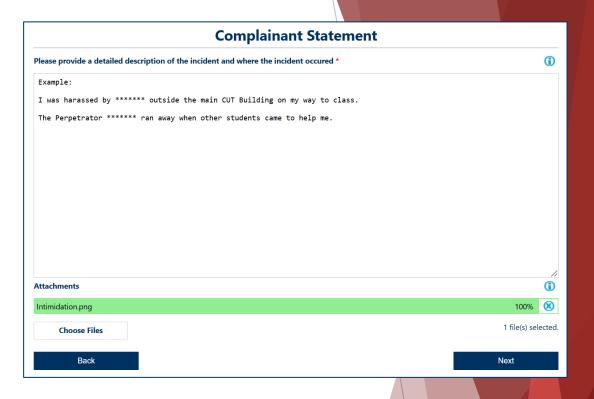


## Page 5: Complainant Statement

- ➤ All fields marked with a red star "\*" are mandatory fields.
- The mandatory fields provides CUT with important information needed for further investigation.

Term:	Description:	
Complainant Statement	Provide as much information as possible regarding the Incident.	
(Optional)	Provide the exact location where the incident took place.	
Attachments	If the complainant has any evidence, they wish to share it can also be attached below the statement.	



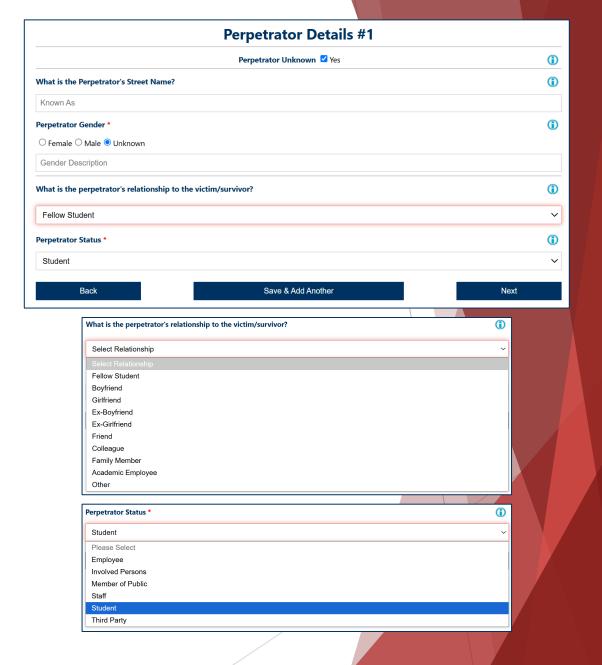


## Page 6: Perpetrator Details

- ➤ All fields marked with a red star "\*" are mandatory fields.
- The mandatory fields provides CUT with important information needed for further investigation.

Term:	<u>Description:</u>
Perpetrator Unknown	Select the check box "Yes" if the perpetrator is Unknown.
Perpetrator Gender	Select or describe the gender of the perpetrator if it is known.
Perpetrator's Relationship	Select from the drop down the relationship with the Survivor.
Perpetrator's Status	<ul><li>Mandatory field.</li><li>The Perpetrator's affiliation.</li></ul>
Save & Add Another	Select if there was more than one Perpetrator involved.

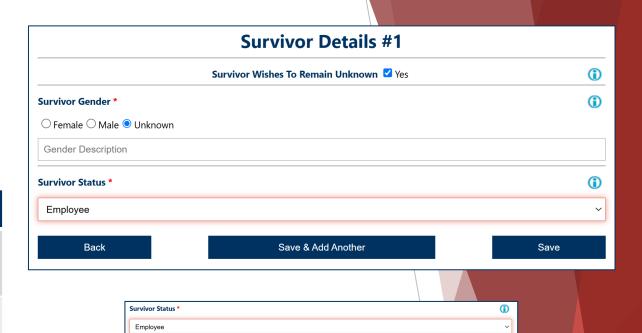




## Page 7: Survivor Details

- ➤ All fields marked with a red star "★" are mandatory fields.
- The mandatory fields provides CUT with important information needed for further investigation.

Term:	Description:	
Survivor Details	If the Incident was captured on behalf of someone else, the survivor's information can be provided here.	
Survivor Whishes To Remain Unknown?	Select the check box "Yes" if the survivor wish to remain Anonymous.	
Survivors Status	> The Survivor's affiliation.	
Save & Add Another	> Select if there was more than one Survivor.	



Please Select
Employee
Involved Persons
Member of Public
Staff
Student
Third Party



## Page 8: Confirm & Submit Details

Term:	Description:		
Confirm & Submit Details	Overview of all the details provided throughout the GBV Report Page.		
Edit	<ul> <li>Once submitted the complainant cannot go back and change the details.</li> <li>If the complainant wishes to edit the details provided Select "Edit"</li> </ul>		
Submit	If the Complainant is satisfied with the information provided it can be submitted.		



#### **Confirm & Submit Details**

#### **Complainant Details**

Unknown

Individual Type - Student

#### **Incident Details**

Harassment

Report Page - Report Page - Bloemfontein: On Campus

2025/01/22 00:00

#### **Complainant Statement**

Example: I was harassed by \*\*\*\*\*\*\* outside the main CUT Building on my way to class. The Perpetrator \*\*\*\*\*\* ran away when other students came to help me.

#### Attachments

Intimidation.png

#### Perpetrator #1 Details

Unknown

Fellow Student

Individual Type - Student

#### Survivor #1 Details

Unknown

Individual Type - Student

Edit

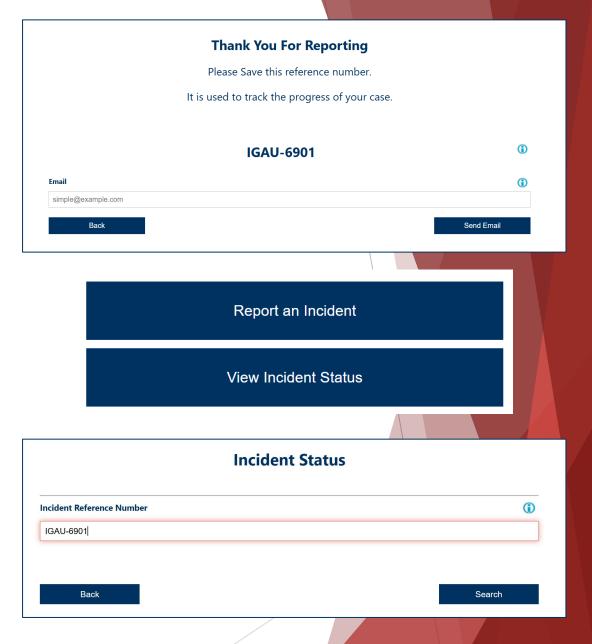
Submit

## Incident Status & Reference Number

- Complainant receives a unique reference number.
- Important: Save the reference number because this will be used to follow up on your case and for communication if the complainant or survivor selected to remain Anonymous.

Term:	Description:
View Incident Status	<ul> <li>Used to follow up on your case using the Provided Reference Number after an Incident are captured.</li> <li>Select to view Status.</li> </ul>
Incident Reference Number	<ul><li>Past or type the reference number provided.</li><li>Select "Search"</li></ul>





## Incident Status & Reference Number

Term:	Description:
Status	The current phase or status of the case that is being investigated.
Progress	<ul> <li>Description of the case's progress.</li> <li>In the case of Anonymous, CUT's communication to the complainant will reflect here.</li> </ul>
Progress Date	> The date of the last status update.
Please provide comments	<ul> <li>The complainant can respond in the comment section and provide any related information or additional information as per requested or as new information is available.</li> <li>Select "Submit" Once completed.</li> </ul>
Attachments	If the complainant has any evidence, they wish to share it can also be attached below the Comment section.



#### **Search Results**

#### Reference Number

IGAU-6901

#### Status

GBV -Investigation in progress

#### **Progress**

Collect Incident Information

Example: Dear Student, in order to take further action regarding your case please provide us with a email address or number on which we can contact you.

#### **Progress Date**

2025-01-22

Please provide comments *	(1)
Good day	
You can contact me on 074 *** ****	
Please only contact me between 08:00 & 10:00 in the morning when i am at a safe place.	
	//
Add attachments	<b>(i)</b>
Choose Files	No File Chosen
Back	Submit

## Thank You