



## Reporting Serious Misconduct – reporting form

The Bar Standards Board ('BSB') Handbook ('the Handbook') imposes at 'Part 2: C4' a requirement on *all BSB regulated persons* to:

- a) report promptly to the BSB if they have committed *serious* misconduct (rC65.7); and,
- b) report to the BSB if they have reasonable grounds to believe that another barrister or registered European lawyer has committed *serious* misconduct (rC66)<sup>1</sup>.

This form is designed to help you make a report of serious misconduct committed by you or by **another BSB regulated person**. You do not need to use it to make a report of serious misconduct and it is acceptable to inform the Bar Standards Board by other means. Nevertheless, any report should include the information covered by the form.

The information that you provide will ensure that:

- a) BSB regulated persons are effectively regulated;
- b) the public have confidence in the BSB and its approach to regulation; and,
- c) the BSB has the information it needs to be able to assess risk and regulate effectively in accordance with the statutory regulatory objectives.

When you have completed the form (either by hand or electrically) please send it, along with any supporting documents, to:

### Assessment Team

Professional Conduct Department  
Bar Standards Board  
289-293 High Holborn  
London  
WC1V 7HZ

Or email it to: [AssessmentComplaints@BarStandardsBoard.org.uk](mailto:AssessmentComplaints@BarStandardsBoard.org.uk)

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<sup>1</sup> For an indicative list of what constitutes "Serious misconduct" please see gC96 of the BSB Handbook. Further information can be found on the BSB's website here: [https://www.barstandardsboard.org.uk/media/1594778/bsb\\_guidance\\_on\\_reporting\\_serious\\_misconduct\\_of\\_others\\_-\\_external.pdf](https://www.barstandardsboard.org.uk/media/1594778/bsb_guidance_on_reporting_serious_misconduct_of_others_-_external.pdf).

## Annex A

Your contact details	
Title:	
Your full name:	
Your Chambers (if applicable)/employer:	
Your work address and postcode:	
Your private address (this is only necessary if you would prefer correspondence to be sent to this address):	
Your daytime phone number(s):	
Your email address:	
<b>Please indicate what is your preferred form of contact:</b>	
Chambers/Employer address: <input type="checkbox"/>	
Private address: <input type="checkbox"/>	
Email: <input type="checkbox"/>	

## Annex A

<b>Contact details of person you are reporting (<u>please do not complete this section if you are making a report about yourself</u>)</b>	
Full name of the person you are reporting:	
Name of their Chambers (if applicable)/employer:	
Address and postcode of person being reported (if available):	
Telephone number of person being reported (if available):	
<b>Details of your report</b>	
Date(s) that alleged serious-misconduct took place:	
Please set out the key details of your report of alleged serious misconduct referencing any supporting evidence you are providing in the space below:	

## Annex A

***I believe that this report is accurate, made in good faith and on the basis of a genuine and reasonably held belief that the conduct described was serious misconduct.***

Your signature:

Date:

### Further information

- Please send in copies (not originals) of any relevant documentation that supports your report together with a copy of this form.
- We recommend that you keep a copy of this form.
- Please note, if you are making a report of alleged serious misconduct about someone else, you will **not** be kept informed of what action we take in relation to the report as a matter of course. However, the BSB may need to contact you again if we require further information or documentation.
- The BSB will make every effort to keep your identity confidential during any investigation we might conduct as a result of a report, if you are making the report of alleged serious misconduct about someone else. However, please note, your identity **may** need to be

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disclosed to the person concerned and others if it is necessary to allow for fair and proper consideration of the report or a fair investigation of any subsequent formal complaint that might arise and/or if non-disclosure would prevent the BSB taking appropriate enforcement action.

### **Data Protection Act Information**

We will use the information you give us to investigate your report. We will not use your information for any unrelated purpose without your permission. Additionally, we may have to reveal your information to the person that you have reported and others involved in:

- Regulating the legal and other professions; or,
- Law enforcement generally.

For more information on how your personal data is processed by the BSB, please click here: <http://ico.org.uk/ESDWebPages/DoSearch?req=248016>