Harassment Procedure flowchart for Students

College Procedure
If the harassment arises solely in the college environment or is by a member of college staff, please follow the college’s procedures below.

Criminal misconduct
If a criminal offence has been committed, the harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from the Director of Student Welfare and Support Services office and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available at www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance

Complaint against a student
If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should proceed to a formal complaint.

Contact Tutor for Welfare or College Harassment Adviser
They will give you advice and help you make a decision on your next step. If necessary they will refer you to an appropriate support service. The Tutor for Welfare or Harassment Adviser may arrange for mediation or conciliation.

Complaint against a member of University Staff
Submit a written complaint to the Head of Department/Head of Division, copied to the Director of Human Resources. The Director of Human Resources, with your permission, will forward the complaint to the Director of Student Welfare and Support Services’ Office, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

Investigation
The Head of Department or their nominee will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

Outcome
Both parties will be informed in writing of the conclusion of the investigation, the action the Head of Department decides to take and the reason for this action. The Director of Student Welfare and Support Services’ Office will also be informed to ensure the appropriate support is put in place.

Possible appeal to Registrar
Your conversation with these contacts will be confidential, unless they fear for your or others’ safety. The support services and welfare contacts are also available to the alleged harasser.

Key
These contacts may be obliged to investigate and may need to share information on a need to know basis and they will, other than in exceptional circumstances, follow the guiding principle of asking for your permission to liaise with others. You will be kept informed at every stage.

IF YOU FEEL YOU HAVE BEEN HARASSED, SPEAK TO ONE OF THE FOLLOWING PEOPLE:
* Member of your college Welfare Team
* Peer Supporter
* Local Harassment Advisor or Harassment Line
* Counselling Service
* OUSU Student Advice Service

You can speak to the above people at any time during this process

Formal complaint
Submit a written complaint to the Dean. The Dean will normally seek your consent to refer you to the Tutor for Welfare and Welfare Office, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

The Deans will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

Both parties will be informed in writing of the conclusion of the investigation, the action the Dean decides to take and the reason for this action. The Tutor for Welfare and Welfare Office will also be informed to ensure the appropriate support is put in place.

Possible appeal to OIA

For more information on Confidentiality in Student Health and Welfare: tinyurl.com/mzp5chp

This flowchart is a guide; please ensure you read the Policy and Procedure in full: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure