

# 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.

## 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](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance)

**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

### Complaint against a student

### Complaint against a member of University Staff

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.

#### Initial action

If it is safe to do so and you feel able, write to or tell the person that you are unhappy with their behaviour. You can talk through what you might write / say with one of the above contacts.

#### Contact the Director of Student Welfare and Support Services' Office

Director of Student Welfare and Support Services' Office 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 Director may arrange for mediation or conciliation.\*

#### Formal complaint

Submit a written complaint to the \* Proctors. The Proctors will normally seek your consent to refer you 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.

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

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 Proctors decide 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 OIA

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

Informal steps

Formal steps

#### 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.

\* 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.

For more information on Confidentiality in Student Health and Welfare: [tinyurl.com/mzp5chp](http://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](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure)