Harassment Procedure flowchart for Students

IF YOU FEEL YOU HAVE BEEN HARASSED, SPEAK TO ONE OF THE FOLLOWING PEOPLE:

- Member of your college Welfare Team
- Peer Supporter or Oxford Student Union Advice Service
- Local Harassment Advisor or Harassment Line
- Director of Graduate Studies
- Counselling Service
- Sexual Harassment and Violence Support Service

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

Complaint against a student

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

Complaint against a member of University Staff

Criminal misconduct

If a criminal offence has been committed, this Procedure or parts of this Procedure may not be appropriate. This would include, but not limited to, hate crime, serious assault or threat of serious assault. The Director of Student Welfare and Support Services or the Proctors will decide whether this Procedure is applicable, having regard to all relevant circumstances including any police involvement. Information on the University’s Sexual Harassment and Violence Support Service can be found here: www.ox.ac.uk/students/welfare/supportservice

Formal complaint

Submit a written complaint to the Head of Department/Head of Division, copied to the Head of Employment Relations. With your permission, the Head of Employment Relations will forward the complaint and/or your contact details to Student Welfare and Support Services, if you have not already contacted them so that you can be offered appropriate support.

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 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

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.

For more information on Confidentiality in Student Health and Welfare: www.ox.ac.uk/students/welfare

This flowchart is a guide; please ensure you read the Policy and Procedure in full: edu.admin.ox.ac.uk/university-policy-on-harassment

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