



This flowchart is a guide. Please see the College Harassment Policy and Procedures for full details.

This Flowchart describes procedures for incidents of harassment that arise solely in the College environment to explain steps that should be taken to manage and respond to **complaints of harassment that are made by a student**.

**Criminal misconduct:** In cases which may amount to a criminal offence or which arise outside of the College context, the University of Oxford provides advice and guidance: <https://edu.admin.ox.ac.uk/university-policy-on-harassment>

If you feel you have been harassed, you can contact any of the following for advice at any time during this process.

College Tutor or Advisor\*

College Dean \*

Head of Student Welfare\*

JCR/MCR Welfare Representative

Student Peer Supporter

[Student Counselling Service](#)

[Sexual Harassment and Violence Support Service](#)

[OUSU Student Advice Service](#)

## Complaint against a student

(Harassment Policy – Annex A)

### Informal 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.

## Complaint against College staff

(Harassment Policy – Annex B)

### Seek advice and support

Contact your College Advisor or Student Welfare Team for advice and help you make a decision on your next step. If necessary, they will refer you to an appropriate support service.

The Student Welfare Team may consult with the HR Director or senior College Officer for advice in resolving the situation.

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should contact the Student Welfare Team for advice and support if you wish to proceed to a formal complaint.

## Formal complaint

Submit a formal written complaint to the **Dean**, setting out the details of your complaint. The Dean will a) ensure you have been offered welfare support, and b) follow procedures to investigate and/or seek resolution to the complaint.

The **Dean** will share your complaint with the HR Director, who will follow procedures to investigate and/or seek resolution to the complaint.

## Investigation

The Dean or their nominee will collect witness statements and evidence, and decide on any actions that should be taken.

The HR Director or their nominated investigator will collect witness statements and evidence, and decide on any actions that should be taken.

## Outcome

Both parties will be informed of the conclusion of the investigation and any actions to be taken. The Welfare Team will be informed to ensure support is in place.

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\* These contacts may be obliged to investigate and share information on a need-to-know basis, and 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 other contacts will be confidential, unless they fear for your or others' safety. Support services and welfare contacts are also available to the alleged harasser.



This flowchart is a guide. Please see the College Harassment Policy and Procedures for full details.

This Flowchart describes procedures for incidents of harassment that arise solely in the College environment to explain steps that should be taken to manage and respond to **complaints of harassment that are made by a staff member**.

**Criminal misconduct:** In cases which may amount to a criminal offence or which arise outside of the College context, the University of Oxford provides advice and guidance: <https://edu.admin.ox.ac.uk/university-policy-on-harassment>

If you feel you have been harassed, you can contact any of the following for advice at any time during this process.

Your supervisor/ line manager\*

Your HR contact\*

A College Officer\*

Local Harassment Advisor

Trade Union representative

Occupational Health

### Complaint against a student

College Harassment Policy – Annex A

#### Initial action

Seek advice from a supervisor, member of the HR Team or other senior member of College staff.

Normally the issue will be referred to the College Dean to be dealt with through the Student Disciplinary Policy, or University Statute XI.

### Complaint against College staff

College Harassment Policy – Annex B

#### 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.

#### Informal resolution

Approach your supervisor, line manager or HR Director for help in seeking an informal resolution to the complaint.

#### Mediation or conciliation

It may be recommended to undergo mediation with both parties to seek a resolution and this may be attempted at any time before or after a formal investigation. Agreed outcomes will be recorded in writing.

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.

#### Formal complaint

Submit a formal written complaint to the **HR Director**, setting out the details of your complaint.

#### Investigation

The HR Director or their nominated investigator will collect witness statements and evidence, and decide on any actions that should be taken.

#### Outcome

Both parties will be informed of the conclusion of the investigation and any actions to be taken.

#### Appeal

If either party is unhappy with the outcome they can invoke the relevant grievance or complaint procedure.

\* These contacts may be obliged to investigate and share information on a need-to-know basis, and 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 other contacts will be confidential, unless they fear for your or others' safety.

Support services and welfare contacts are also available to the alleged harasser.