



Harassment Procedure

flowchart for **Students**

University Procedure

If the harassment arises solely in a University Department or is by a member of University staff, please follow the University procedures.

Potentially criminal misconduct

This procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault. The relevant College Officer will, in consultation with the other Officers of the College, decide which procedure is appropriate.

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 Senior Member or member of College 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. However, you should never feel obliged to approach an alleged harasser. You can also discuss the situation with a JCR/MCR Welfare Rep, Peer Supporter or Junior Dean.

Contact the Dean or Welfare Dean

The Dean or Welfare Dean 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 and/or a trained Harassment Adviser. They may arrange for mediation or conciliation in consultation with the University Director of Student Welfare and Support Services. If you do not feel comfortable contacting someone in College, you can seek support from the Director of Student Welfare and Support Service's office directly.

Informal steps

Formal complaint

Submit a written complaint to the Dean, setting out (i) the nature of the behaviour you are concerned about; (ii) the nature of this behaviour on you; and (iii) where possible, the resolution you are seeking. You should include dates and details of any witnesses to incidents you refer to, and any documentary evidence. Where appropriate, you should also explain any attempts that have been made to resolve the difficulties.

Submit a written complaint to the President or Vice-President (if the complaint is against a Senior Member) or Domestic Bursar (if the complaint is against College Staff), setting out (i) the nature of the behaviour you are concerned about; (ii) the nature of this behaviour on you; and (iii) where possible, the resolution you are seeking. You should include dates and details of any witnesses to incidents you refer to, and any documentary evidence. Where appropriate, you should also explain any attempts that have been made to resolve the difficulties.

Investigation

The Dean will investigate the case to establish relevant factual evidence and decide on any actions which should be taken. This may include informing the person against whom a complaint has been made of the allegations, and collecting witness statements and evidence.

The relevant Officer will investigate the case to establish relevant factual evidence and decide on any actions which should be taken. This may include informing the person against whom a complaint has been made of the allegations, and collecting witness statements and evidence.

Formal steps

Outcome

Both parties will be informed in writing (by a 'Completion of Procedures' letter) of the outcome of the investigation. The President and Governing Body will be informed of the outcome, and will take such action, including informing others and arranging support for all parties, as may be appropriate.

The investigator will prepare a written report, and forward it to the Officers of the College. The Welfare Dean or Director of Student Welfare and Support Services will ensure that appropriate support is available to students. Both parties will be informed in writing of the outcome of the investigation, any action the College Officers intend to take and the reason for it, and any right to appeal.

→ Possible appeal to President

→ Possible appeal to President

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.



Harassment Procedure

flowchart for **Staff & Senior Members**

University Procedure

If the harassment arises solely in a University Department or is by a member of University staff, please follow the University procedures.

Potentially criminal misconduct

This procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault. The relevant College Officer will, in consultation with the other Officers of the College, decide which procedure is appropriate.

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

- * Local Harassment Advisor or * Harassment line
- * Trade Union representative
- * Occupational Health
- * HR / Personnel contact in your department
- * Your supervisor / manager

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

Complaint against a student

Initial action

Speak to your Head of Department, the Domestic Bursar (for College Staff), or the Vice-President or Senior Tutor (for Senior Members).

Statute XI

Staff and Senior Member complaints of Harassment against a student will normally be dealt with through Statute XI.

Complaint against a Senior Member or member of College Staff

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. However, you should never feel obliged to approach an alleged harasser.

Informal resolution

Ask your immediate supervisor, Head of Department, a Staff Representative or Harassment Advisor, the Domestic Bursar (for College Staff) or the Vice-President or Senior Tutor (Senior Members) for support in resolving the problem. If you do not feel comfortable contacting someone in College, you can contact the Harassment Line.

Mediation or conciliation

An experienced mediator or conciliator acceptable to both parties will normally be nominated by the Vice-President and/or Domestic Bursar. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution.

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.

Informal 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.

Appeal

If either party is unhappy with the outcome they can appeal to the College President in the first instance.

Outcome

The investigator will prepare a written report, and forward it to the Officers of the College. Both parties will be informed in writing of the outcome of the investigation, any action the College Officers intend to take and the reason for it, and any right to appeal.

Formal complaint

Submit a written complaint to the President or Vice-President (if the complaint is against a Senior Member) or Domestic Bursar (if the complaint is against College Staff).

Investigation

The relevant Officer will investigate the case to establish relevant factual evidence and decide on any actions which should be taken. This may include informing the person against whom a complaint has been made of the allegations, and collecting witness statements and evidence.

Formal steps