The Queen's College
Harassment Procedure
flowchart for
Students

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 https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/

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

*The Domestic Bursar
01865 279135
domestic.bursar@queens.ox.ac.uk

*The Senior Tutor
01865 279175
senior.tutor@queens.ox.ac.uk

*The Dean
01865 289057
decanal.office@queens.ox.ac.uk

*College Harassment Advisor
01865 279192
equalities.advisor@queens.ox.ac.uk

*University Harassment Advisor
01865 270760
harassment.line@admin.ox.ac.uk

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

Complaint against a Queen's student

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
The 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:
Student Welfare and Support Services - swss@admin.ox.ac.uk
Director of Student Welfare and Support Services - 01865 280444

Complaint against a member of College staff

Initial action
The person whom the complaint has been made against will be dealt with by the College's disciplinary code.

INFORMAL COMPLAINT
Contact one of the College's Harassment Advisors.

FORMAL COMPLAINT
Submit a written complaint to the Dean [decanal.office@queens.ox.ac.uk]. The Dean or their nominee will contact the alleged harasser and an investigation will take place.

OUTCOME
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 Director of Student Welfare and Support Services' Office will also be informed to ensure that the appropriate support is put in place.

Thereafter, further review can be sought by the Conference of Colleges Appeals Tribunal (CCAT). If all mechanisms of appeal within the University are exhausted an application to view the case can be made to the Office of the Independent Adjudicator for Higher Education (OIA). The complainant should seek advice from the Student Welfare Lead or a Harassment Advisor if they are considering taking this action.

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 regarding student health and welfare issues: https://www.ox.ac.uk/students/welfare?wssl=1
This flowchart is a guide; please refer to the College’s harassment policy: https://www.queens.ox.ac.uk/equality-information

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 an informal complaint.

Date: May 2019