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 http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/

If you feel that you have been harassed, speak to one of the following people:

* The Domestic Bursar
  Marie Bracey
  01865 279135
  marie.bracey@queens.ox.ac.uk

* The Senior Tutor
  Dr Nick Owen
  01865 279175
  nicholas.owen@queens.ox.ac.uk

* The Dean
  Professor Chris O’Callaghan
  01865 289057
  chris.ocallaghan@queens.ox.ac.uk

* College Harassment Advisor
  Professor Jane Mellor
  01865 279192
  jane.mellor@queens.ox.ac.uk

* University Harassment Advisor
  Harassment line
  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: Gillian
Hamnett, Director of Student Welfare and Support Services, 01865 280444
Confidential email: director.swss@admin.ox.ac.uk

Informal complaint
Contact the College’s Harassment Advisor.

Formal complaint
Submit a written complaint to the Dean [chris.ocallaghan@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.

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.

Date: May 2017

For more information on confidentiality regarding student health and welfare issues: http://www.ox.ac.uk/students/welfare
This flowchart is a guide; please refer to the College’s harassment policy: https://www.queens.ox.ac.uk/equality-information