The Queen’s College
Harassment Procedure
flowchart for Students

Date: May 2017

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 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
  jayne.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.

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.

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

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.

INFORMAL COMPLAINT
Contact the College’s Harassment Advisor.

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.

For more information on confidentiality regarding student health and welfare issues: tinyurl.com/mzp5chp

This flowchart is a guide; please refer to the College’s harassment policy http://www.queens.ox.ac.uk/about-queens/equal-opportunities/equality-policy/