

St Edmund Hall condemns **harassment** as an unacceptable form of behaviour and has **a service to help** students who think that they are being harassed in any way



## What can you do ?

1 You can talk to a Welfare Officer or Harassment Officer in the College or the advisor that has been appointed by your faculty or department

Welfare Officer: Clare Woolcott Tel: 01865 279063

Welfare Officer: Will Donaldson Tel: 01865 279021

Harassment Officer: Karma Nabulsi Email: [karma.nabulsi@seh.ox.ac.uk](mailto:karma.nabulsi@seh.ox.ac.uk)

Harassment Officer: Sergio Lozano-Perez Email: [sergio.lozano-perez@materials.ox.ac.uk](mailto:sergio.lozano-perez@materials.ox.ac.uk)

2 Contact the University's confidential Harassment line and ask for a referral to someone outside the college, department or faculty

Tel: 01865 270760 [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

Talk to the OUSU Student Advice Service

Tel: 01865 288466 [advice@ousu.org](mailto:advice@ousu.org)

For further advice on dealing with harassment visit:  
[www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice)

# 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 Welfare Officers, Domestic Bursar 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](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance)

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

- \* Member of the college Welfare (Decanal) Team
- \* Peer Supporter
- \* Your Department or College Harassment Advisor
- \* Counselling Service
- \* University Harassment Line
- \* OUSU Student Advice Service

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

Complaint against a student

Complaint against a member of 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.

### Contact the Peer Supporters or a member of the Welfare Team

They 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. The Welfare team may arrange for mediation or conciliation.\*

## Formal Complaint

Submit a written complaint to the Harassment Advisor. The Harassment Advisor will normally seek your consent to discuss the complaint with the Director of Student Welfare and Support Services' Office, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

Submit a written complaint to the Student Welfare Lead, copied to the HR Manager. The Student Welfare Lead, with your permission, will forward the complaint to the Director of Student Welfare and Support Services' Office, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

## Investigation

The Harassment Advisor will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

The HR Manager will inform the relevant Head of Department who will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

## Outcome

Both parties will be informed in writing of the conclusion of the investigation, the action the Harassment Advisors decide to take and the reason for that action. The Director of Student Welfare and Support Services Office and the Dean will also be informed to ensure that appropriate support is put in place.

Both parties will be informed in writing of the conclusion of the investigation, the action the HR Manger decides to take and the reason for that action. The Director of Student Welfare and Support Services Office and the Dean will also be informed to ensure that appropriate support is put in place.



Complainant can appeal to the Principal



Complainant can appeal to the Principal

### 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 principal 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.