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

Possible appeal to Registrar

Both parties will be informed in writing of the conclusion of the investigation, the action the Proctors decide to take and the reason for this action. Witness statements and evidence will be collected.

Possible appeal to OIA

If the harassment arises solely in the college environment or is by a member of college staff, please follow the college’s procedures.

Possible appeal to OIA

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.

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

Contact the Director of Student Welfare and Support Services’ Office

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. The Director may arrange for mediation or conciliation.

Informal steps

Formal steps

Submit a written complaint to the Proctors. The Proctors will normally seek your consent to refer you 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.

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

The Head of Department or their nominee will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected.

Both parties will be informed in writing of the conclusion of the investigation, the action the Proctors decide to take and the reason for this action. The Director of Student Welfare and Support Services’ Office will also be informed to ensure 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.

For more information on Confidentiality in Student Health and Welfare: tinyurl.com/mzp5chp

This flowchart is a guide, please ensure you read the Policy and Procedure in full: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance