

## ST HILDA'S COLLEGE HARASSMENT FLOW CHART FOR STUDENTS

(For student complaints of harassment against members of College staff)

### **Criminal misconduct**

If a criminal offence has been committed, the harassment procedure may not be appropriate. These cases may include, but are not limited to, serious assault or threat of serious assault. Student members are advised to report the matter to the police. The College welfare team are available to support any student who reports a case of criminal misconduct.

### **Advice and Support**

If you feel you have been harassed, you are encouraged to speak to one of the following for advice and support:

College Harassment Advisors - Welfare Officer - Junior Deans

### **Stages of the Harassment Procedure**

It is not necessary to go through each of the stages of the Procedure. The intention is to give students a range of options when bringing concerns forward. In serious cases, it is likely to be appropriate to proceed directly to a Formal Complaint.

#### **Informal action**

If you wish to seek informal resolution, you should approach either a College harassment advisor or an external harassment advisor via the University's Harassment Advisory Service who will give advice on possible next steps. In some situations, it may be appropriate for both parties to consider entering into a mediation and conciliation process with a trained mediator.

#### **Outcome**

If informal action does not succeed in resolving the issue or is not appropriate in your case, you should make a formal complaint.



#### **Formal complaint**

You should make a formal written complaint to the Dean who will then communicate it to the Bursar (for complaints against non-academic staff or against the Senior Tutor) or the Senior Tutor (for complaints against academic staff or against the Bursar). If you feel that it is not appropriate to approach the Dean, or you wish to make a complaint against the Dean, you should submit your complaint to the Senior Tutor.

The Bursar (for complaints against non-academic staff) or the Senior Tutor (for complaints against academic staff) will, in consultation with the Dean, take such steps as they think necessary or appropriate to understand the nature of the complaint and the outcome sought.

Both parties will be informed in writing of the outcome of the investigation of the complaint.

#### **Outcome**

If a student complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may make an appeal in writing to the Principal. An appeal must be made within ten working days of the complainant receiving written notification of the outcome of their complaint.