

ST HILDA'S COLLEGE HARASSMENT FLOW CHART 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 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 stage 2 or 3 of this Procedure.

Stage 1: Informal action

If you feel able to, write or tell the person that you are unhappy with their behaviour.

Outcome

If speaking to the person fails to resolve the issue or is not appropriate in your case, you should go to Stage 2 of the harassment procedure.



Stage 2: College Welfare Team support

You should contact a member of the College Welfare Team or one of the College Harassment Advisors who will give advice on possible next steps. Actions taken by the Welfare Team, overseen by the Dean, may include facilitating a mediation and conciliation process with a trained mediator if this is appropriate and both parties agree.

Outcome

If these actions do not resolve the issue or are not appropriate in your case, you should proceed to Stage 3 and make a formal complaint.



Stage 3: Formal complaint

You should make a formal written complaint to the Dean. The Dean, or another person appointed by the Dean, will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken.

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

Outcome

If the complainant is dissatisfied with the outcome, they may make an appeal to the College Principal.

If the subject of the complaint wishes to appeal against the decision taken following the investigation of the formal written complaint, they may make an appeal to the Governing Body.