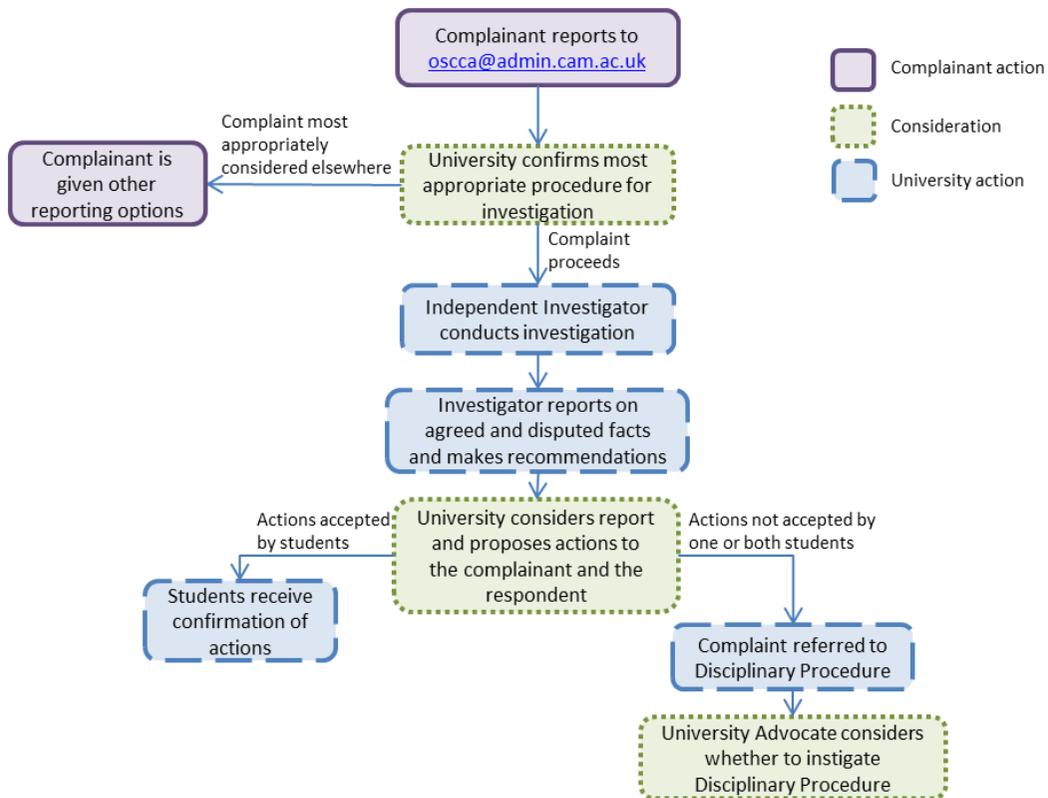


4. University Harassment & Sexual Misconduct Procedure Flowchart



5. University contacts

Webpages covering external support and more detailed advice about internal procedures are available here: www.studentcomplaints.admin.cam.ac.uk/harassment-and-sexual-misconduct

Procedural Advice: Office of Student Conduct, Complaints and Appeals
01223 765440 or OSCCA@admin.cam.ac.uk or www.studentcomplaints.admin.cam.ac.uk.

Counselling & Mental Health Advisors: University Counselling Service
01223 332865 or www.counselling.cam.ac.uk.

Intermission/exam allowances: Student Registry on 01223 766302 or student.registry@admin.cam.ac.uk or www.student-registry.admin.cam.ac.uk.

Students' Unions' Advice Service: on 01223 746999 or advice@studentadvice.cam.ac.uk or www.studentadvice.cam.ac.uk.

A staff guide to: Handling cases of student harassment & sexual misconduct

The University aims to provide all students with a safe environment in which to live and study. It does not tolerate harassment, nor sexual misconduct from any member of its community.

Where students are affected by harassment or sexual misconduct as a result of another Cambridge student's actions they can:

- seek support from College or University services;
- Seek support from external services (for example, Rape Crisis);
- Choose to report matters of harassment, normally to the College;
- Choose to report matters of sexual misconduct, normally to the University;
- Choose to report criminal offences to the Police.

More information about harassment and sexual misconduct, and the support and choices available to students and can be found on these webpages: www.studentcomplaints.admin.cam.ac.uk/harassment-and-sexual-misconduct

This guide focuses on reporting sexual misconduct using the University procedure. Students may choose to use the University procedure where they:

- **want** to limit the interactions they have with the other student (noting that the other student will have to agree to the limitations);
- **do not want** any record of the Procedure or outcomes to be recorded on the other student's record;
- **do not want** any decisions made about the behaviour that took place and whether it breached the University regulations.

If a student would prefer formal consideration of whether the University rules have been breached and the possibility of imposed penalties, then contact OSCCA, as the University Disciplinary Procedure may be more appropriate.

To access a copy of the Harassment & Sexual Misconduct Procedure:
www.studentcomplaints.admin.cam.ac.uk/harassment-and-sexual-misconduct/i-want-know-more-about-universitys-policies

Cases can be complex, if you wish to **seek advice** at any time, contact the Office of Student Conduct, Complaints and Appeals (OSCCA) on 01223 765440 or OSCCA@admin.cam.ac.uk

1. What to do if a student discloses

A student is likely to be uncomfortable when discussing harassment or sexual misconduct with you and may worry that you might dismiss their experience. You should therefore ensure that any conversation is conducted sensitively.

Find out:

- Whether the student has informed anyone else;
- The reason for them informing you (pastoral support, to complain about the perpetrator);
- If the perpetrator was a student or staff member;
- If the University community is at immediate and significant risk from a student and precautionary action should be taken - email OSCCA@admin.cam.ac.uk.
- For serious sexual misconduct use this guidance: [cambridgestudents.cam.ac.uk/files/sexual_assault_disclosure_students.pdf](https://www.cambridgestudents.cam.ac.uk/files/sexual_assault_disclosure_students.pdf)

Step 1

Confirm to the student that they took the right action by disclosing this information to you. Guidance on internal and external support and report routes are available on these webpages and should be shared with the student: www.studentcomplaints.admin.cam.ac.uk/harassment-and-sexual-misconduct/if-you-have-been-affected-harassment-or-sexual-misconduct.

Step 2

Confirm to the student that it is their choice whether they report the case, do not put pressure on them to do so.

Where the student reports to the collegiate University and the Police, normally the police investigation will take place first. Cases involving University staff should be reported to OSCCA@admin.cam.ac.uk.

Step 3

To initiate the University procedure, the student should submit the form available on the webpage in Step 2.

Step 4

Where a case is investigated using the University procedure, the student will be invited to have a telephone call followed by a meeting with an independent investigator. The student can be accompanied to the meeting by a supporter of their choice, for example: you, a friend or an advisor from the Students' Unions' Advice Service.

Step 5

Following the investigation, the student will be informed of the suggested action that should take place that affects them. If the student or the respondent student does not agree to this action then the case can be referred to the University's Disciplinary Procedure.

2. What to do if a student is accused

Where students have been accused of harassment or sexual misconduct their Senior Tutor will be informed, where the student consents. Students can also choose to inform their College Tutor, for support.

Accused students can also access independent advice from a panel of volunteers within the law faculty. Contact OSCCA@admin.cam.ac.uk to access this service.

If the student's behaviour is being considered by a College procedure then any questions will need to be answered by the College.

If a student's behaviour is being considered by the University procedure then detailed information about what will happen is available on this webpage: www.studentcomplaints.admin.cam.ac.uk/harassment-and-sexual-misconduct/if-you-have-been-accused-harassment-or-sexual-misconduct.

Where there is an immediate significant risk to the student or the University community, students can be temporarily excluded for 21 days, using [Special Ordinance D \(v\)](#). The Senior Tutor will be consulted prior to this decision. A student will have the opportunity to request a review of this decision.

Otherwise, students are likely to be invited to have a telephone call with and then meet an independent investigator.

Students can be accompanied to an investigation meeting by someone of their choosing, usually either a College Tutor, a representative from the Students' Unions' Advice Service, a volunteer from the Law Faculty panel by contacting the Secretary of the Faculty, or their own legal advisor.

Following the investigation, the student will be informed of any suggested action that is recommended to take place that affects them. If the student or the complainant student does not agree to this action, then the case can be referred to the University's Discipline Procedure.

3. Possible outcomes of the University procedure

The suggested action following the investigation may include:

- Limits to the University buildings the respondent student can access;
- Agreement not to approach or contact the complainant student;
- The respondent to attend a confidential behaviour awareness session;
- Mediation;
- No further action;
- Referral to the University Discipline Procedure.