4. University Harassment & Sexual Misconduct Procedure
Flowchart

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 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

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

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.
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

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.

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 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 Discipline 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.

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.