



## BLACKFRIARS HALL

### HARASSMENT POLICY AND PROCEDURE

Blackfriars Hall is committed to establishing and maintaining an environment characterized by respect for others. All forms of harassment are strictly forbidden within the University and Blackfriars Hall. Harassment may be broadly understood to consist of unwarranted behaviour towards another person, so as to disrupt the work or reduce the quality of life of that person, by such means as single or successive acts of bullying, verbal or physical abuse or ill-treatment, or otherwise creating or maintaining a hostile or offensive studying, working, or social environment.

Unacceptable forms of behaviour may include unwelcome sexual advances, unwelcome requests for sexual favours, offensive physical contact or verbal behaviour of a sexual nature, or other hostile or offensive acts or expressions relating to people's sex, sexual orientation, religion, or race. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

Allegations of harassment will be taken seriously. Blackfriars Hall subscribes to the University of Oxford Code on Harassment. This procedure may not be applicable to allegations of potentially criminal behaviour.

<http://www.admin.ox.ac.uk/eop/har/code.htm>

#### **Allegations of harassment of a student by a Hall Officer, or of a Hall Officer by a student, or of a Hall Officer by another Hall Officer**

A student or a Hall Officer who wishes to report harassment by a Hall Officer is encouraged to seek the advice and support of one of the Hall's Harassment Officers immediately.

Parties to the allegation may be advised to enter into a mediation or conciliation process, and where the parties agree, a trained mediator may be appointed from within the University's Equality and Diversity Unit or Student Welfare and Support Services. All parties involved in a mediation or conciliation process are bound by confidentiality principles. A record will be made of any resolutions or agreements.

Where informal mediation is not appropriate, or where it fails to achieve a resolution, a formal report may be made to the Senior Tutor or the Vice-Regent. Formal reports of harassment must be submitted in writing, and should include details of the behaviour causing concern to the complainant, the effect on the complainant, and the resolution sought. Dates and details of witnesses should be included, along with any documentary evidence. The Senior Tutor or the Vice-Regent will inform the person against whom the complaint has been made and will meet separately with both parties. Both parties to a complaint retain the right to be accompanied by a colleague or a Trade Union representative.



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Where necessary, the Senior Tutor or the Vice-Regent may consult other members of the Hall to obtain relevant information. Persons consulted will be bound by the same confidentiality principles as the parties to the allegation.

The Hall will seek a prompt resolution to any allegations of harassment, and all parties are expected to cooperate with efforts to resolve the situation. The Senior Tutor or the Vice-Regent will review all the evidence presented and will compile a report on the allegation. Both parties to the allegation and any persons consulted will be informed of the decisions made by the Senior Tutor or the Vice-Regent. Such decisions may include taking no further action, requiring individuals to undergo specific training, or taking disciplinary action against either or both parties to the allegation.

Should either party wish to appeal against the decision made by the Senior Tutor or the Vice-Regent, he or she should follow the Hall's Complaints and Appeals Policy and Procedure.

### **Allegations of harassment of a student by another student**

A student who wishes to report harassment by another student is encouraged to seek the advice and support of one of the Hall's Harassment Officers immediately. Students may also seek advice from the University's Harassment Advisers.

Parties to the allegation may be invited to enter into a mediation or conciliation process, and where the parties agree, a trained mediator may be appointed from within the Student Welfare and Support Service or OUSU Student Advice Service. No student will be required to enter into such mediation if he or she is not willing to do so. All parties involved in a mediation or conciliation process are bound by confidentiality principles. A record will be made of any resolutions or agreements.

An allegation of harassment may be referred to the appropriate University service if it relates to behaviour outside Blackfriars Hall but within the University environment.

If informal mediation is not appropriate, or where it fails to achieve a resolution, a formal report may be made to the Senior Dean. Formal reports of harassment must be submitted in writing, and should include details of the behaviour causing concern to the complainant, the effect on the complainant, and the resolution sought. Dates and details of witnesses should be included, along with any documentary evidence. The Senior Dean will inform the person against whom the complaint has been made and will meet separately with both parties. Both parties to a complaint retain the right to be accompanied by another student or adviser.

Where necessary, the Senior Dean may consult other members of the Hall to obtain relevant information. Persons consulted will be bound by the same confidentiality principles as the parties to the allegation.



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The Hall will seek a prompt resolution to any allegations of harassment, and all parties are expected to cooperate with efforts to resolve the situation. The Senior Dean will review all the evidence presented and will compile a report on the allegation. Both parties to the allegation and any persons consulted will be informed of the decisions made by the Senior Dean. Such decisions may include taking no further action, requiring individuals to undergo specific training, or taking disciplinary action against either or both parties to the allegation.

Should either party wish to appeal against the decision made by the Senior Dean, he or she should follow the Hall's Complaints and Appeals Policy and Procedure.

### **Record-keeping**

Records of allegations and investigations will be kept in accordance with current Data Protection legislation.

### **Contact**

Blackfriars Hall Harassment Officer (Male)  
Dr Nicholas Waghorn  
Tel: 07771 950448  
[nicholas.waghorn@bfriars.ox.ac.uk](mailto:nicholas.waghorn@bfriars.ox.ac.uk)

Blackfriars Hall Harassment Officer (Female)  
Dr Elizabeth Hutton  
Tel: 07500 772638  
[elizabeth.hutton@bfriars.ox.ac.uk](mailto:elizabeth.hutton@bfriars.ox.ac.uk)

University Harassment Advisers  
Tel 01865 270760  
[harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

Student Welfare and Support Service  
Tel: 01865 270300  
[counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk)

OUSU Student Advice  
Tel: 07436225637 or 07436225630  
[advice@oxfordsu.ox.ac.uk](mailto:advice@oxfordsu.ox.ac.uk)

Michaelmas 2022