

Sexual Violence or Assault Reporting Procedure

Flowchart for Students



University Support

The [Sexual Harassment and Violence Support Service](#) provides a safe space for you to be heard, with advisors offering free support and advice to any current student who has been impacted by sexual harassment or violence. All specialist advisors at the service are trained to support you at your pace, free of charge and in confidence.

Criminal misconduct

If you think you've experienced sexual violence or assault a criminal offence may have been committed, and this procedure may not be appropriate for you. You can find out more about your options for support services away from College and the University, including the police, [here](#).

If you wish to speak to someone within the College or University, in confidence, you may choose to seek advice from a member of the College welfare team or the University support services listed below.

Members of your College Welfare Team

Welfare and Wellbeing Co-Ordinator: The Dean or Deputy Dean
Academic Director: Junior Deans
Academic Registrar: Peer supporters or Welfare Reps
Chaplain: Lodge Team

University Services

[Sexual Harassment and Violence Support Service](#) – see above
[Independent Sexual Violence Advisor](#)
[Counselling Service](#):
[Oxford SU Student Advice Service](#):

You may wish to speak to any of the people/services above at any time during this process. They will help you understand your options. They are able to protect your confidentiality, unless you choose to make a formal complaint.

If you have experienced sexual violence or assault from another student, you may choose to consider the steps below.

Complaint against another Pembroke student

Complaint against a student not a member of Pembroke

Initial action

If it is safe to do so and you feel able, please reach out for support from one of team listed above. They will give you advice and help you make a decision on your next step. If necessary they will refer you to an appropriate support service. If you have concerns for your safety the College will support you.

If you do not feel able to do this, or this has not been successful...

Contact the Dean to have an informal conversation to decide what might be possible to do next. The Dean will take the time to discuss with you the incident/s, and you can choose to maintain confidentiality during this process.

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should proceed to a formal complaint. You may find it helpful to look at the College [Harassment Policy](#) and [Confidentiality Policy](#)

Formal complaint

Submit a written complaint to the Dean

The Dean will normally seek your consent to refer you to various sources of support, including external support services ([outlined here](#)) the college's welfare team, the University Sexual Harassment and Violence Support Service.

Investigation

The Dean will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected. The Dean may investigate the complaint or commission an independent investigator to do so.

Outcome

Both parties will be informed in writing of the conclusion of the investigation, the action the Dean decides should be taken and the reason for this action.

Possible appeal: To the Master, Standing Committee, or Governing Body, depending on the circumstances.

For more information on [Confidentiality in Student Health and Welfare](#)

This flowchart is a guide; please ensure you read the Policy and Procedure in full: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure