
PART G – College and University Policies and Codes of Practice

Contents

G.1.	Keble College Equal Opportunities Policy Statement	1
G.2.	Keble College Code of Practice on Freedom of Speech	7
G.3.	Keble College Harassment Policy for Junior Members and Academic/Academic Related Staff	10
G.4.	Keble College Student Complaints and Appeals Procedure	16
G.5.	Keble College JCR and MCR: Code of Practice	18
G.6.	Keble College Drugs Policy	19
G.7.	Keble College Policy on Data Protection	20
G.8.	Keble College on Confidentiality and the Circulation of Welfare Information	21
G.9.	University Regulations relating to the Use of Information Technology Facilities	25
G.10.	Code of Practice on Protection of Children and Vulnerable Persons	29
G.11.	Smoking Policy	30
G.12.	Keble College Policy on Requests to change undergraduate course	32

G.1. Keble College Equal Opportunities Policy Statement

THE AIM

Keble College was established in 1870 to extend access to Oxford University more widely and the College has a continuing commitment to inclusiveness, no matter what a person's age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We are committed to a programme of action to make this policy fully effective. The College welcomes diversity amongst its fellows, students, staff members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

THE COMMITMENT - Equality and Diversity Policies

Whether we are staff or students, we all have a role to play in promoting diversity and making Keble College a place where:

- people's differences are respected and catered for, and
- they have equal chances of receiving the provisions they need.

This section sets out a range of policies relating to the six equality strands of sex, race, disability, age, religion or belief and sexual orientation.

Our policies are underpinned by legislation for the six main strands of equality legislation, namely: sex, race, disability, age, religion or belief and sexual orientation. The relevant legislation is:

- Equal Pay Act (1970)
- The Equality Act (2010)

This College's equal opportunity policy is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual best meets, or is likely to meet the requirements of the programme or course or post.

Keble College is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment including bullying. We seek to ensure that no one suffers, either directly or indirectly as a result of discrimination.

In order to realise these commitments, the College will:

- promote the aims of this Policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and publication of detailed guidance, available to all staff and students;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies and guidance to mirror the same and be changed to meet the demands of new legislation;

- regularly review the terms of this Policy and all associated codes of practice and guidance.

Student Body

In relation to students the College aims to provide education of excellent quality for all its students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, teaching and assessment, to welfare and support services, as far as the College takes the lead in these matters and when it does not it will act in its support capacity to its best endeavour.

Employment Recruitment and Selection

We aim, through appropriate training and supervision to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Selection will be conducted on an objective basis and will focus only on the applicants' suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

Reasons for the selection and rejection of applicants for vacancies are recorded.

Vacancy Advertising

Wherever possible, vacancies will be notified to job centres, careers offices and local media etc but will always be advertised at least internally. All advertisements will state 'Keble College is an equal opportunities employer'.

Training and Development

All non-academic staff are encouraged to discuss their career prospects and training needs with their manager at least annually. Opportunities for promotion and training are communicated and made available to all staff on a fair and equal basis.

Progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post.

Terms and Conditions of Employment

We will ensure that all of our employment policies, including compensation and benefits, and any other relevant procedures associated with terms and conditions of employment, are formulated and applied without regard to age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination. Length of service as a qualifying criterion for benefits will not exceed five years, unless clearly justifiable.

Communication of this Policy

All staff members and students will be made aware of this policy and a copy of the policy will be included in the Employee Handbook, Student Handbook and on the College website and given to all students and staff on joining us.

Implementation, Monitoring and Review

This policy is effective from January 2012.

The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and may be changed from time to time.

Any queries or comments about this policy should be addressed to the HR Manager for non-academic staff and the Senior Tutor for academic staff and students.

RESPONSIBILITY

Governing Body and its Committees

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the Governing Body to which the College Officers and the Equality Committee report.

Equality Committee

On an annual basis, representatives from the student body and staff attend the Equality Committee. This committee engages and consults with students and staff of different ages, gender, ethnicity and disability. The Committee takes positive action to improve practices and services for all and continually monitors these to determine their impact on all groups within the College's community.

Human Resources Manager

The HR manager is responsible for the day-to-day operation and monitoring of the College's equal opportunities policy and for ensuring compliance with the relevant statutory framework. The HR Manager reports directly to the Warden and the Governing Body and reports job application monitoring statistics annually to the Equality Committee.

Similarly, the Senior Tutor is responsible for the application of the College's Equal Opportunities Policy for Keble students and academic staff. The Senior Tutor reports annually to the Academic Committee and Governing Body concerning student admissions and progress.

Welfare & Disability Officer

The Welfare and Disability Officer co-ordinates support for disabled students between the College, Departments and the University Disability Office and also ensures that all relevant staff in College are aware of any special needs. This starts with the admissions process but potential students are also welcome to come and discuss their requirements before they formally apply for a place.

Departments

Departmental managers within the College are also responsible for the day-to-day implementation and delivery of this policy. The College will provide relevant training for all staff on their responsibilities and duties under this policy.

All staff and students

We expect everyone who works and studies with us to be treated and to treat others with respect. All members of the College have an individual responsibility to ensure they comply with this policy.

Every student has responsibility for:

- Becoming familiar with the College's policy regarding racism and harassment.
- Being prepared to identify and challenge racial bias and stereotyping. Students should have confidence that the University and College's procedures will support them in such challenges.

Each member of staff has responsibilities for

- Becoming familiar with the College's policy regarding racism and harassment.
- Attending appropriate training and events as required by the College.
- Taking steps to ensure they do not discriminate on racial grounds

COMPLAINTS

Keble College takes seriously any breach of this Policy. The College encourages any current student or member of staff who has a complaint concerning a breach of this Policy to bring such a complaint to the College using the staff grievance procedure outlined in the Staff Handbook, the student complaints procedure outlined in the Student Handbook and Regulations, or where appropriate, the College Code of Practice on Harassment.

College members or employees who believe they are subjected to discrimination should be able to seek advice and support in confidence. In the case of staff, the HR manager or

the Welfare Officer are available for these purposes. College members may refer to the Senior Tutor or Harassment Officers.

Allegations regarding potential breach of this policy will be treated in confidence and investigated in accordance with detailed procedures. Individuals who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the appropriate disciplinary procedures.

All individuals will be personally accountable for their behaviour, actions and/lack of actions, in cases of complaint of harassment.

Dealing with discrimination, harassment and victimisation

If managers see unacceptable behaviour, whether or not a complaint has been made, they need to treat the matter seriously and take action to eliminate the behaviour. This may involve pointing out to a colleague the effect their behaviour has on others and getting them to stop. If this approach fails, in more serious cases or if the person who is subject to the behaviour prefers, it will be necessary to take formal action within the normal disciplinary procedures or separate harassment policy.

If an employee considers that they have been treated unfairly due to their age they should raise the issue with their line manager in the first instance. If this approach does not rectify the matter or if the employee prefers, the grievance procedure should be followed.

Direct discrimination occurs where, on grounds of their age, someone is treated less favourably than another person is or would be treated. Unlike other forms of direct discrimination, direct age discrimination will not be unlawful if it is objectively justified. Direct age discrimination will be justified if the employer can show that the treatment is justified as being a proportionate means of achieving a legitimate aim.

Indirect discrimination occurs where A applies to B a provision, criterion or practice that A applies or would apply equally to persons not of the same age group as B, but:

- that puts or would put persons of the same age group as B at a particular disadvantage when compared with other persons;
- that puts B at that disadvantage; and
- that A cannot show to be a proportionate means of achieving a legitimate aim.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for a person including their perception of the issue. Inappropriate or offensive language or behaviour to staff, students or visitors will not be tolerated.

Victimisation is where a person is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment or have

given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

FURTHER INFORMATION

These policies need to be updated regularly. You can help by telling us what new things we may need to include and how they can be improved. We are always interested in good practice. If you can help us, please let us know.

If you would like this document in other formats such as large print, audio CD or in another language please contact marie.ruffle@keble.ox.ac.uk or trish.long@keble.ox.ac.uk

January 2012

G.2. Keble College Code of Practice on Freedom of Speech

The following provisions constitute the Code of Practice adopted by Keble College to operate with effect from 1 September 1987 to facilitate the discharge of the duty imposed by Section 43(10) of the Education (No.2) Act 1986, in relation to the College.

Part 1 General Duties

1. Members, students, and employees of the College are bound at all times so to conduct themselves as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers.
2. The freedom protected by para.1 of this Code of Practice is confined to the exercise of freedom of speech within the law. Examples of statements which involve a breach of the criminal law are incitement to commit a crime, sedition, and stirring up racial hatred in contravention of statute. Statements may also be unlawful if they are defamatory or constitute a contempt of court.
3. Subject to such limitations on access as may lawfully be imposed by the competent college authorities, it shall be the duty of every member, student, and employee of the College not to impede any person entitled to be present from entering or leaving a place where the right of freedom of speech is being or is to be exercised on premises of the College.
4. Nothing in this Code of Practice shall be taken to prohibit the legitimate exercise of the right to protest by peaceful means; provided always that nothing is done which contravenes the foregoing general principles or the other requirements of this Code.

Part 2 Academic Activities

5. All persons concerned with the organization or conduct of an activity which forms part of the College's teaching, study, or research (such as a tutorial, lecture, seminar, class, conference, research work, or examination) shall immediately give notice to the Dean of any facts coming to their notice which indicate that such activity is likely to be delayed or disrupted by improper means.
6. The Dean shall be empowered to give such directions and to adopt such measures as seem appropriate to the Dean to prevent or minimize the delay or disruption of an academic activity, and all persons concerned with the organization or conduct of the academic activity under threat shall co-operate in carrying out the Dean's directions and in facilitating the measures adopted.
7. In the event that any academic activity is delayed or disrupted by improper means a report shall forthwith be made to the Dean by the person or persons responsible for the conduct of such activity.

Part 3 Meetings and assemblies on premises of the College of clubs, societies, and other organizations

8. Any member, student, or employee of the College who, whether alone or in collaboration with other persons, makes arrangements for the holding on premises of the College of any meeting or assembly of persons (including any meeting of any club, society or other organization and whether with or without a restriction to college membership), and who becomes aware of facts indicating that such meeting or assembly is likely to be delayed or disrupted by improper means, shall immediately report such facts to the Dean.
9. In relation to any such meeting or assembly which he believes to be threatened, the Dean shall be empowered to give such directions and to require the adoption of such measures as

seem appropriate to the Dean to prevent or minimize the improper delay or disruption, and all persons concerned shall be bound to co-operate in carrying out the Dean's directions and in facilitating the measures required to be adopted. Where such persons are employees of the College, the Dean shall, where possible, consult the Bursar before issuing directions.

Part 4 Powers of the Dean in relation to threatened meetings

10 (1) Directions and measures to be adopted

In relation to any academic activity or any meeting or assembly of persons which the Dean believes to be threatened by disruption, the Dean may give directions and require measures to be adopted pursuant to paras. 6 and 10 of this Code on the following (amongst other) matters:

- (a) the number of persons to be admitted to the premises where the meeting is to be held;
- (b) the issue of tickets of admission;
- (c) the designation of one or more persons as the official organizers of the meeting with direct responsibility to the Dean for all the arrangements thereof;
- (d) the designation of a person as the chairman of the meeting with responsibility for the proper conduct of such meeting;
- (e) the admission (or non-admission, as the case may be) of members of the University who are not members of the College, or members of the public generally;
- (f) the appointment of stewards to assist with the control of the meeting;
- (g) the employment of security staff to ensure the orderly conduct of the meeting and safe access to and egress from the meeting;
- (h) the carrying of banners, placards and similar objects into the meeting;
- (i) the place where the meeting is to be held.

10 (2) Meetings where serious disruption is anticipated

The Dean may as necessary consult with the Proctors and the local police about forthcoming meetings and activities covered by this Code of Practice. In any case where serious disruption may be anticipated the Dean shall have power, having taken into consideration such advice from the police as may be available, to order the cancellation, postponement, or relocation of the meeting.

10 (3) Expenses incurred in safeguarding academic activities and other meetings

Where expenses are incurred (e.g. in the engagement of stewards or the employment of security staff) to safeguard an academic activity under Part 2 of this Code of Practice the cost thereof shall be borne by the College. In all other cases the cost shall be borne by the person or persons organizing the meeting, save that the Dean may (if so advised) make representations to the Governing Body of the College suggesting that the cost shall be borne in whole or in part by the College and the Governing Body may decide the matter.

Part 5 College premises made available for use by outside organisations

11. In any case where the College is proposing to grant permission to an outside organization or group to hold meetings on its premises, the attention of such outside organization or group will be drawn to the contents of this Code of Practice and permission to use the premises may be refused unless the outside organization or group both undertakes to secure that the principles embodied in this Code will be upheld and satisfies the college authorities of its ability to discharge its obligations in regard to upholding freedom of speech.

Part 6 Miscellaneous

12. The Governing Body of the College is under a duty pursuant to Section 43(3) of the Education (No. 2) Act 1986 to keep this Code of Practice up to date. No revision of the Code will, however, take effect until after due notice has been given.

13. Failure to comply with the provisions of this Code of Practice may render the offender liable to disciplinary proceedings. Nothing in this Code of Practice affects the normal operation of the criminal law.

In the preceding provisions the term “the Dean” is to be understood as referring to the Dean in person or, in his absence, any other person with decanal authority.

G.3. Keble College Harassment Policy for Junior Members and Academic/Academic Related Staff

INTRODUCTION

The College has a single harassment policy, which applies to non-academic staff, academic and academic-related staff and students. There is also a University-wide harassment policy, which applies to all employees and registered students of the University <http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>. University employees and students who wish to bring a formal complaint against another member of the University (who is also a member of the College), may do so under either the University or the College harassment procedures. In the first instance, guidance may be sought from the Clerk to the Proctors. Information about the University's harassment code of practice and policy can be found at <http://www.admin.ox.ac.uk/eop/harassmentadvice/>. The term 'academic and academic-related staff' includes all College Fellows and Lecturers, who for the purposes of this document are referred to as 'senior members' of the College; the term 'junior members' includes all undergraduate and graduate students of the College. College harassment procedures for bringing formal complaints against non-academic staff differ to those for bringing formal complaints against academic and academic-related staff and students, reflecting the differences between these groups with respect to College disciplinary procedures and/or terms of employment. The formal harassment procedures set out in this document apply ONLY to Fellows, Lecturers and students of the College.

Details of formal College harassment procedures for bringing a complaint against a non-academic member of staff are available in the Keble College Employee Handbook, copies of which are available from the Bursar's PA. This procedure should be used by:

- i) Non-academic staff who wish to make a formal complaint against another non-academic staff member.
- ii) Academic and academic related staff, or junior members, who wish to bring a formal complaint against a non-academic member of staff.

Details of formal College harassment procedures for bringing a complaint against academic and academic-related staff and junior members are available in the College Handbook and Regulations, copies of which are available from the College Office. This procedure should be used by:

- (i) Non-academic staff who wish to bring a formal complaint against a Fellow, Lecturer or student of the College
- ii) Students, Lecturers and Fellows, who wish to make a formal complaint against a student, Lecturer or Fellow of the College.

College Harassment Advisers: Any member of the College who believes they may be suffering harassment is strongly encouraged, in the first instance, to consult one of the two College Harassment Advisers (currently Prof Ed Peel), whose role is to provide confidential support and advice. Harassment Advisers may not participate in either informal or formal harassment procedures. Alternatively, if you wish to contact any other trained harassment adviser within the University, please consult the Harassment Line: **Telephone:** 01865 270760 or **E-mail:** harassment.line@admin.ox.ac.uk

THE POLICY

The College is committed to a working environment that offers equal treatment and equal opportunities for all its members. It recognises that all members have a right to be treated with

dignity and respect in order to realise their potential. The College recognises that any person could be affected by unfair treatment including harassment, bullying or victimisation and is committed to eliminating such behaviour. In support of this policy, the College has two Harassment Advisers, who are appointed by Governing Body and whose role is to provide confidential advice and support to any member of the College who is being harassed. The purpose of this policy is to give guidance on what is unacceptable behaviour and the procedures available for dealing with it.

DEFINITIONS

This policy is specifically aimed at sex, race, disability, age, religion or belief and sexual orientation harassment and bullying, but also applies to all other forms of workplace harassment, including harassment based on, trans-sexuality or political beliefs. Wherever the term harassment is used in this policy, it can be taken to apply to any form of harassment and/or bullying and/or victimisation. Harassment may be intentional or unintentional, overt or covert, explicit or subtle. It may involve written material, or the use of email or internet. It is always damaging whether psychologically, personally or professionally. It is the impact on the recipient that determines whether behaviour constitutes harassment and not necessarily the intention of the harasser. Perpetrators of harassment may be held personally liable for acts of harassment in the event of any legal proceedings. Harassment may also constitute a criminal offence, the penalty for which could be a fine or imprisonment.

Harassment

Harassment is defined as unwanted conduct which has the purpose or effect of violating the victim's dignity and of creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual Harassment

The perception of what constitutes sexual harassment may vary from person to person but consists of conduct of a sexual or sexist nature which is neither invited nor welcome and which causes offence. Such behaviour includes but is not limited to:

- suggestive comments or body language
- unwanted physical contact
- lewd jokes
- leering
- demands for sexual favours and threats of or actual denial of job opportunities if such demands are refused
- verbal threats
- display of pornographic or sexually suggestive pictures
- offensive comments about appearance or dress.

Racial harassment

Racial harassment can take many forms which may involve hostile or offensive physical, verbal or non-verbal behaviour of a racist nature. Racial harassment includes but is not limited to:

- abusive language and racist 'jokes'
- racial name calling
- display or circulation of racially offensive written or visual material including graffiti
- physical threats, assault and insulting behaviour or gestures
- open hostility
- unfair allocation of work and responsibilities
- exclusion from normal workplace conversation or social events.

Disability harassment

This can consist of undignified treatment, ridicule or exclusion of people with disabilities including people with HIV/AIDS or people with a mental disability.

Bullying

Bullying occurs where an individual abuses a position of power or authority over another person. It can take many different forms. Bullying includes but is not limited to:

- shouting at an individual to get things done
- humiliating an individual in front of his or her colleagues
- picking on one person where there is a common problem
- conduct that denigrates, ridicules or humiliates an individual, especially in front of his or her colleagues
- conduct which is intimidating, physically abusive or threatening
- conduct undermining someone and his or her ability to do the job.

Other forms of harassment

Harassment can take many forms and may be directed towards people because of their age, sexual orientation, gender re-assignment, political or religious beliefs or for some other reason. It is any behaviour that causes the recipient to feel threatened, humiliated, patronised or embarrassed and which creates an intimidating working environment. Harassment will often involve repeated forms of unwanted behaviour but a single incident, if it is sufficiently serious, may constitute harassment.

Victimisation

This occurs when people are treated less favourably than others because they have asserted their rights (or are believed to have done so) under this policy. This includes both those bringing claims under this policy and any others acting as witnesses in any investigation of a complaint. Employees will be protected from victimisation for bringing a complaint or assisting in an investigation.

DISCIPLINARY ACTION

Disciplinary action will be taken against any individual found to be in breach of this policy. In cases of serious harassment the person responsible may be prosecuted in the criminal courts. Disciplinary action will also be taken against anyone who victimises or retaliates against an individual for bringing a claim of harassment in good faith, and against anyone who makes malicious or vexatious allegations of harassment.

RESPONSIBILITIES

All Junior Members, Academic and Academic-related Staff

All members of the College have a responsibility to help ensure a working environment in which the dignity of all College staff and members is respected. You are expected:

- to comply with this policy and to ensure that you treat your colleagues with respect and dignity
- to challenge offensive behaviour, whether addressed at you or at a colleague and bring it to the attention of either a College harassment adviser, or any trusted member of the College
- to support colleagues who suffer such treatment and are considering making a complaint.

Senior Members

As well as your responsibilities as an individual, your specific responsibilities as a senior member are:

- to create a climate within College in which it is clear that harassment of any sort will not be tolerated
- to set a personal example
- to be familiar with the procedure for dealing with complaints
- to draw the attention of junior members and anyone else for whom you are responsible to the College's policy on harassment
- to stress the importance of the policy and the possible consequences of any breach of the policy
- to offer guidance to those who seek it regarding this policy and the procedure for bringing complaints
- to support and protect anyone who brings a complaint of harassment
- to deal with any complaint without delay, sympathetically and confidentially
- to take corrective action if you witness acts of harassment
- to ensure that no one is victimised for making a complaint of harassment.

PROCEDURE

If you think you are being harassed you are encouraged to do something about it. The purpose of these procedures is to stop any harassment that may be occurring and to produce effective remedies without breaching confidentiality and without undue delay. You have the option of informal or formal action. The use of the informal procedure is encouraged in the first instance unless the harassment is very serious, or unless you wish to go directly to the formal procedure. The College undertakes to deal seriously with all allegations of harassment and to protect any victim of harassment from victimisation or retaliation for bringing a complaint of harassment. Anyone who believes they are being harassed is encouraged, in the first instance, to seek confidential advice from a College harassment adviser.

Informal procedure

- If appropriate you should attempt to resolve the problem informally; it may be the case that the harasser does not know what effect he or she is having on you.
- Try speaking to the individual, informing him or her that the behaviour in question is unwelcome, that it offends you or makes you feel uncomfortable, or that it interferes with your work, and that it must stop. Instead of speaking to the alleged harasser you may prefer to put this in writing.
- If you feel unable to do this on your own you could ask a colleague, friend, Senior Dean, or JCR/MCR representative to speak or write to the alleged harasser on your behalf.
- If the conduct continues, before taking action under the formal procedure, you could ask another member of the College to speak to the harasser and ask him or her to stop.
- If the conduct still continues you should keep a record of any relevant incidents including date, time, any witnesses present and the way in which the harassment affected you or your work. You should consider taking formal action.

Formal procedure: preliminary remarks

- This procedure should be used if you have already approached the harasser and he or she has not stopped the harassment OR if you do not feel that it would be appropriate to follow the informal procedure.

- Different procedures apply to different categories of staff and to junior members as outlined below. Also, it may be that a complaint against a senior or junior member of the College could potentially be heard by more than one disciplinary body.

a) Complaints against senior members of the College who are also employed by the University, may be made either to the College, or through the Proctors to the University. In the first instance, advice may be sought from the Clerk to the Proctors.

b) Complaints against senior members wholly employed by the College should be made to the College.

c) Complaints against non-academic College employees should be made to the College in accordance with the procedures set out in the Keble College Employee Handbook.

d) Complaints against junior members of the College may be made to the College or through the Proctors to the University. When the person complained against is a junior member, the complainant will need to choose whether to pursue disciplinary procedures through the College or through the Proctors.

If there is any doubt as to the category in which an individual belongs, you may seek advice from the Warden.

- If the complainant has previously brought, or is in the process of bringing a complaint against the same person, founded wholly or in part upon the same matter, before any other disciplinary body, he or she is responsible for revealing that fact when seeking to institute disciplinary proceedings.

Formal procedure: the College

- You should raise the matter with the Warden. You may choose to be accompanied by a colleague, friend, Senior Dean, or JCR/MCR representative at this discussion and any subsequent meeting that you have with the Warden about the matter.
- You will usually be asked to put your complaint in writing.
- You will receive written confirmation of receipt of your complaint within five working days of your written complaint being filed.
- The matter will be investigated without delay and, if possible, within 15 working days of the complaint being filed. This period may, if necessary, be extended by a further 15 working days.
- The alleged harasser may be suspended from the College during the investigation.
- During the investigation the alleged harasser and any witnesses will be interviewed and asked to give statements.
- All investigations will be carried out sensitively, discreetly and confidentially.
- Allegations against a senior member of the College made by any member of the College (including non-academic staff) will be dealt with in accordance with the disciplinary and appeals procedures laid down by the College Statutes, under Statute XIV, Part III.
- Allegations against a junior member of the College, made by any member of the College (including non-academic staff) will normally be investigated by two senior members of the College, who must not hitherto have been involved in the case in an advisory manner. The investigators will be appointed by the Warden.
- The senior members appointed to investigate the allegation will decide whether or not any further action is appropriate. If the investigation reveals that no further action is appropriate, both the complainant and the alleged harasser will be informed accordingly as soon as possible after completion of the investigation.
- If the investigation reveals that there is a case to be answered, disciplinary action may be taken in accordance with procedures set out in the College Regulations. The

senior members appointed to investigate the allegation will report to Governing Body, which will be responsible for all decisions regarding disciplinary action. Before any disciplinary action is taken, the alleged harasser will be told the precise nature of the complaint and will be given sufficient time to prepare his or her case.

- In all cases of action against a junior member for harassment, the junior member may appeal to the Conference of Colleges' Appeals Tribunal against Governing Body's decision, following the procedures set out in Section G.

FURTHER INFORMATION

Within the College, harassment policy falls within the purview of the Equality Committee. Keble College Equal Opportunities Policy Statement is available at

<http://www.keble.ox.ac.uk/about/governance/equal-opportunities-and-diversity>.

Information about the University's harassment code of practice and policy can be found at <http://www.admin.ox.ac.uk/eop/harassmentadvice>.

G.4. Keble College Student Complaints and Appeals Procedure

(I) Introduction

(a) The Complaints and Appeals Procedure outlined below is intended to be followed in cases of disagreement with regard to:

Domestic matters (e.g. accommodation and services, including catering)

Financial matters (e.g. battels for fees and domestic charges, student support)

Academic matters (e.g. award of prizes, tutorial arrangements)

Typically, complaints will refer to isolated incidents and the provision of services by the College. Separate procedures exist for student appeals relating to Academic Discipline and to Discipline in cases of student misbehaviour. The College also has separate procedures for complaints about individuals which involve harassment (e.g. bullying, victimisation, racial or sexual harassment). Details of these other procedures are provided elsewhere in the College Handbook and Regulations.

(b) The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or college staff member or departmental manager. Where this is not possible, complainants can adopt an informal procedure, but a formal procedure is also available where a complainant wishes to register a written grievance.

(c) Anonymous complainants or complaints made on behalf of someone else will not be allowed. Disciplinary action will be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings malicious or vexatious complaints.

(d) If a complaint remains unresolved after the College's internal procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Warden's Personal Assistant. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance or admissions) cannot be dealt with by the OIAHE.

(II) Informal Procedure:

a) Complaints may be discussed with any tutor or member of staff and the complainant can be accompanied at any stage by a friend or an adviser (e.g. an officer of the JCR or MCR). Tutors who have been contacted by a complainant are required to inform the appropriate departmental manager of the complaint as soon as possible.

(b) The relevant departmental managers are as follows:

(i) For issues involving domestic college staff and services e.g. catering and accommodation: the Domestic Bursar

(ii) For academic matters: the Senior Tutor.

(iii) For financial matters and complaints about College Maintenance, sports-ground and gardens, IT and Library provision: the Bursar

(c) To resolve the complaint the relevant departmental manager will:

(i) seek to offer sympathetic and confidential advice, and/or

(ii) try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course);

(iii) note the withdrawal of a complaint where the complainant decides to do so;

- (d) The Human Resources manager will provide advice and training for departmental managers involved in dealing with student complaints.

(III) Formal Procedure:

(a) It is not an a priori condition of using this procedure that an informal approach must be exhausted before a formal approach is adopted. All formal complaints must be made in writing to the Warden.

(b) The Warden will convene an *ad hoc* committee of not less than three members of the Governing Body, not including the student's tutor(s) or college advisor. The complainant may take advice in advance of the hearing and may be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear before the committee. The complainant may, in the latter case, be accompanied by a person of their choice. Along with the complainant and their representative, the tutor(s) and any member of staff involved in the presentation of the case against the complaint will withdraw before a decision is made. The committee's decision will be conveyed in writing to the Governing Body. The committee's written decision will include all the relevant facts. A copy of it will be given to the complainant.

(c) The committee's recommendation will be reviewed by the Governing Body, which will make a decision and communicate it in writing to the complainant. The complainant may appeal against the committee's decision in a written submission to the Governing Body. In addition, they may appear in person before the Governing Body, in which event they may be accompanied by a person of their choice. The complainant may also ask a tutor or other representative to speak on their behalf at the meeting. Whether or not a complainant chooses to appeal to Governing Body at this time, all members of the *ad hoc* committee should withdraw for the Governing Body's deliberations and decision. The Warden shall convey the decision of the Governing Body to the complainant in writing within two days.

(d) In the absence of a Governing Body meeting, and when they judge it in the best interest of the complainant to do so, the Warden and Sub-Warden (or, if inappropriate, the most appropriate Senior Fellow), shall act for Governing Body in considering a formal complaint.

(e) If a student wishes to appeal against the decision of the Governing Body, they may do so to the Appeal Tribunal of the Conference of Colleges, of which Keble is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the Governing Body's determination.

(IV) Monitoring Arrangements

In order to ensure compliance with the Race Relations (Amendment) Act 2000 and to promote equal opportunity and diversity, the Human Resources Manager will monitor student complaints made using the formal procedure in an academic year. These records will indicate how many formal complaints have been registered, and what stage they reached (resolved by Committee, recommendation to GB in favour of the complainant, or not resolved in favour of the complainant). This data will be maintained in an anonymised format solely for the purposes of ensuring that the College's equal opportunities policies are operating effectively. Ongoing monitoring and regular analysis of such data by the College's Equality Committee will provide the basis for taking any appropriate steps to eliminate unlawful direct and indirect discrimination and to promote equal opportunity and diversity.

G.5. Keble College JCR and MCR: Code of Practice

- (i) The JCR is an association open to all undergraduate members of the College. The MCR is a similar association open to all graduate members of the College. Their main objects are to promote the interests and welfare of and social activities among their members and to represent the interests of students to the Governing Body of the College.
- (ii) The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify in writing the President of the JCR or MCR (as the case may be) no later than Sunday of 5th week of Michaelmas Term.
- (iii) Membership is free of charge to current members of the College.
- (iv) Withdrawal from membership will disqualify students from standing for office, voting in elections and voting at meetings.
- (v) The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs affiliation to external organisations (including OUSU), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Bursar (in the case of financial matters) and the Dean (in the case of non-financial matters).
- (vi) The College provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms and the bar. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all undergraduate or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
- (vii) Complaints about the management of the JCR or MCR in question should first be made to the President in question. The complaints procedure to both the JCR and MCR is set out in detail in their respective constitutions.
- (viii) Copies of the constitution of the JCR and MCR are deposited in the Warden's PA's office.
- (ix) The Governing Body of the College reviews the JCR and MCR constitutions every five years.
- (x) The attention of the JCR and MCR is drawn to restrictions imposed on their activities by the law relating to charities. (Information is deposited with the Warden's PA.)

G.6. Keble College Drugs Policy

Junior Members found using illegal drugs within the College or in College-owned accommodation will be subject to the provisions of the College's disciplinary procedures [as outlined in Section C.]. Junior Members found using illegal drugs in another College or on University premises will be referred to the Proctors, who may refer the case to the Disciplinary Court.

In the case of use of 'soft' drugs such as cannabis, the Senior Dean will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as deemed appropriate to enable the Junior Member to address the problem. A record will be made of such formal warnings. Further offences, or failure to address the problem, are likely to lead to more serious disciplinary action.

In the case of 'hard' drugs (e.g. heroin, amphetamine sulphate, LSD, cocaine, crack), the Senior Dean will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. Dealing in drugs will be treated severely. Those suspected of dealing in drugs can expect to be referred to the local police. Junior Members should be aware that 'dealing' includes supplying drugs to others irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered.

Should any Junior Member believe that they have a drugs problem of any kind, they are encouraged to contact a College welfare officer, the College nurse or the Chaplain, all of whom may provide confidential advice. The University Counselling Service provides a source of confidential advice outside the College context. OUSU or Student Welfare Officers will assist students in finding appropriate support. The College doctors will also provide medical advice and are bound by the conventions of medical confidentiality. Advice may also be obtained from the National Drugs Helpline (0870776600)

G.7. Keble College Policy on Data Protection

In order to fulfil their educational, pastoral and administrative responsibilities during your studies at Oxford, the College and the University/department will need to collect and process personal data about you. Data collected by the College may be passed to the University/department and vice versa, so that necessary processing can be undertaken. The Data Protection Act 1998 requires that any such information is processed fairly and lawfully, is held securely, and is kept up-to-date. Subject to certain limited exceptions defined in the Act, the College and the University will not normally send any information about you to any outside organisation at home or overseas without your consent.

The great bulk of the information collected by the College falls into the category of 'non-sensitive personal data' and comprises information about your academic progress from admission through to graduation, together with data about the financing of your university course, and such ancillary information as emergency contact numbers and the name of your doctor. The College does not need to obtain your explicit consent for processing data of this kind, since it is required to enable the College and University/departments to fulfil their responsibilities.

There is another category of information, defined by the Act as 'sensitive personal data'. This includes information about political opinions; trade union membership; sex life; racial or ethnic origins, and religious or other beliefs. The College and University have no need and no intention to collect data about these matters, except when information on ethnic origins is held for the purpose (explicitly allowed in the Act) of monitoring and upholding equal opportunities policies, or when (for example) an individual student requests special dispensation on religious grounds to avoid sitting examinations on certain days. 'Sensitive personal data' also includes matters concerning health. The College and University may need to process information on this matter if, for example, it is necessary to ask for dispensation to miss an examination or make special provision for certain health problems or in cases of disability. A final area of 'sensitive personal data' includes criminal allegations, proceedings or convictions. The College and University will need to process information on these issues only in certain limited situations.

A fuller statement concerning the Data Protection Act and Student personal data is sent to all students prior to admission. At the same time they are asked to sign a form of consent to the collection and processing, if required, of the very restricted range of 'sensitive personal data' that the College and University may be concerned with.

Further information about the Data Protection Act and the University's Data Protection Policy can be found at <http://www.admin.ox.ac.uk/dataprotection/>. The College's Data Protection Officer is the Bursar, who may be consulted if you have any concerns.

G.8. Keble College on Confidentiality and the Circulation of Welfare Information

This document outlines College policy in two related areas: the application of the law relating to the confidentiality of information on the part of welfare advisers; and guidance as to how information about students should be circulated amongst College officers in order to ensure that the College exercises its duty of care.

(I) CONFIDENTIALITY

The term ‘adviser’ is used here to denote anyone whom a student consults for welfare advice in an official capacity, from the Peer Supporters and Junior Deans to Tutors/College Advisers, the Dean, Senior Tutor, Welfare Officer and other College officers. Medical practitioners and counsellors (including those at the University Counselling Service) also have their own professional guidelines. For more detail on what follows, see the University’s Guidelines on Confidentiality in Student Health and Welfare, issued by the Committee on Student Health and Welfare (at www.admin.ox.ac.uk/shw/confiden.shtml).

a) The College complies with the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998 and the Data Protection Act 1998. Accordingly, information given in confidence by a student to an adviser will not generally be disclosed to others.

b) The College’s duty of care for the welfare of all its members may make it necessary in exceptional circumstances for confidential information to be disclosed, but only to officers who need to know such information in order to exercise that care.

c) Advisers will use their discretion to assess what information needs to be passed on to whom.

d) At the outset of any consultation by a student, an adviser should enunciate these principles (b and c), and attempt to establish the extent of the confidentiality necessary in the particular case.

e) Consent for onward disclosure to other officers should always be sought from a student. The adviser should explain why others may need to know, or why it would be helpful for other advisers to be informed and for advisers to discuss the matter. The adviser should also explain that such third parties will also be bound by the same principles.

f) If consent is not given, the adviser should explain that in exceptional circumstances, some disclosure, and consequent action, may be necessary because of the duty to protect the student or others from harm. Advisers must be able and prepared to justify any breach of confidentiality on the principle that others need to know in order to fulfil their duty of care. For example, if a student is at risk of self-harm, has a tendency to violence, or has provided information about a serious sexual assault.

g) Only in exceptional circumstances should a student’s family be contacted without their consent. The decision to do so should be made in consultation with the Dean, Senior Tutor or Warden and the student should normally be informed.

h) In cases of uncertainty as to whether information should be passed on, or where advisers wish to consult others without betraying confidence, they may do so by outlining the general circumstances of a case anonymously to another adviser or officer.

i) Advisers will follow relevant professional or other codes:

Doctors and their professional colleagues: There are explicit and strict guidelines on medical confidentiality which are codified by the General Medical Council. Doctors have the discretion to share information with other members of the healthcare team, for example, college nurses. There are limited exceptions to confidentiality – statutory and in the public interest. The General medical Council states:

‘Disclosures may be necessary in the public interest where a failure to disclose information may expose the patient, or others, to risk of death or serious harm. In such circumstances you should disclose information promptly to an appropriate Person or authority’

The Student Counselling Service is a member of the British Association for Counselling and Psychotherapy and abides by its Ethical Framework for Good Practice. Confidentiality remains with the staff of the Service and information will not normally be conveyed outside the Service without a student’s permission. If this consent were not forthcoming and the counsellor thought the student was a danger to others or to him/herself, a senior member of the team would be consulted before a decision to break confidentiality was taken. Any breach of confidentiality would be minimized by restricting the information conveyed to both what is pertinent to the immediate situation and to those persons who can provide the help required.

Chaplains College and denominational chaplains, as ministers of religion, operate with strict ethical codes as regards information conveyed to them in confidence. Like counsellors and doctors, they may very occasionally be required to divulge information given in confidence if the person concerned is seen to be a danger to him/herself or to others.

II) WELFARE INFORMATION CIRCUIT

Rationale

Information about the welfare of individual students will sometimes be circulated amongst College officers to enable the College to exercise its duty of care towards all its members, and to ensure that students are able to carry out satisfactory academic work.

The circuit consists of an inner core of senior College officers — Warden, Senior Dean and Senior Tutor. College officers and members who come across certain categories of information (see below) about individual students should pass it to one or all of these officers in writing. If e-mail is used for this purpose the message must contain only essential, factual information as the security of e-mail messages, even if they are encrypted, cannot be guaranteed. These officers then share the information amongst themselves and pass it on to any others who need to know.

The rationale for these and other officers’ involvement with the information, and the particular functions they exercise on behalf of the College, are as follows:

- Warden, Senior Tutor, Deans: responsibility for students’ overall welfare.
- Senior Tutor: academic implications of welfare problems; dealing with external enquiries about students.
- Welfare Officer/Welfare and Disability Officer: advising students on all aspects of welfare and special needs provision
- Housekeeping Manager: domestic implications of welfare problems and absence from accommodation.
- Tutor/College Adviser: academic implications of welfare problems.
- Lodge Porters: involvement of external agencies on College site; security issues; absence of students.

Students, especially those living out, have a responsibility to inform the College of changes in their circumstances likely to have a substantial effect on their ability to work and/or welfare.

Discretion

Officers will use discretion in circulating information, disclosing only the minimum that needs to be known, to those who need to know. (For instance, in explaining that someone has left College for a time, it will often not be necessary to explain why, especially if it involves sensitive personal data.)

While the following offers guidelines to the circumstances in which information should be disclosed to whom, these should not be taken as rigid or automatic routes: in each case, the person who first encounters the information, or the person in the inner core to whom the information is given, should assess who else needs to know and for what reasons.

E-mail must be used with care to ensure that no inadvertent disclosure takes place, for instance by failing to modify circulation lists and collective addresses, or using 'Reply' thoughtlessly.

Guidelines

See table below. As a general rule, the inner core (Warden, Senior Tutor, Senior Dean) should be informed by e-mail of incidents falling into categories (i) and (ii). E-mails should not be used to convey detailed information about a student; they should be used only as an effective means of recording and circulating essential, factual information. As indicated below, other officers such as the nurse, welfare officers and chaplain may also need to be informed, depending on the individual circumstances.

In all cases involving graduates, the Senior Tutor will decide whether to inform the graduate's University Supervisor.

NB: Students with physical or psychological problems should always be encouraged to seek professional medical advice and support

Guidelines for sharing sensitive information about students

Circumstance	Who needs to know
(i) Medical & psychological	
Emergency overnight admission to hospital	Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse, Lodge
Emergency treatment in hospital	Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse
Emergency treatment in college	Warden, Senior Tutor, Deans, Nurse, Lodge
Temporary withdrawal from College on medical grounds.	Warden, Senior Tutor, Dean, Subject Tutor/College Adviser, Nurse, Lodge, Services Manager
Suicide attempts	Warden, Senior Tutor, Deans, Subject Tutor/College Adviser
Physical or psychological conditions affecting a student's ability to work or otherwise function as a member of the community	Senior Tutor, Subject Tutor/College Adviser.
Circumstances affecting family or friends such as bereavement, serious illness which distract a student or cause frequent trips away from college	Senior Tutor, Subject Tutor/College Adviser
(ii) Legal	
Arrest and detention in police custody	Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge
Arrest without detention	Warden, Deans, Senior Tutor, Subject Tutor/College Adviser
Serious criminal charges laid against a student	Warden, Deans, Senior Tutor, Subject Tutor/College Adviser
Student is victim of incident involving police	Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge (+ Domestic Bursar in case of theft)
(iii) Internal disciplinary Information	
Disciplinary incidents	Normally dealt with by Deans: information is not more widely circulated
Serious or persistent misbehaviour in College	The Dean will inform the Warden and the Subject Tutor/College Adviser of serious problems, especially those affecting the public life of the College. Disciplinary procedures will be invoked involving others where offences or procedures go beyond the Dean's jurisdiction in accordance with the College disciplinary policy.

G.9. University Regulations relating to the Use of Information Technology Facilities

ICTC Regulations 1 of 2002

Made by the ICTC on 6 June 2002

Approved by Council on 24 July 2002

Amended on 2 October 2003, 23 October 2003 and 16 February 2006

1. In these regulations, unless the context requires otherwise, 'college' means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.
2. University IT and network facilities are provided for use in accordance with the following policy set by Council:
 - (1) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.
 - (2) Individuals have no right to use university facilities for any other purpose.
 - (3) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:
 - (a) or the proper regulation of the University's facilities;
 - (b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes and regulations, including these regulations; or
 - (c) to meet legal requirements.
 - (4) Such action will be undertaken only in accordance with these regulations.
3. These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.
4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.
5.
 - (1) Persons may make use of university facilities only with proper authorisation.
 - (2) 'Proper authorisation' in this context means prior authorisation by the appropriate officer, who shall be the Director of Oxford University Computing Services ('OUCS') or his or her nominated deputy in the case of services under the supervision of OUCS, or the nominated college or departmental officer in the case of services provided by a college or department.
 - (3) Any authorisation is subject to compliance with the University's statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.
6.
 - (1) Authorisation will be specific to an individual.
 - (2) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.
7. Users are not permitted to use university IT or network facilities for any of the following:
 - (1) any unlawful activity;
 - (2) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of

being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of his or her division);

(3) the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Code of Practice on Harassment;

(4) the creation or transmission of defamatory material about any individual or organisation;

(5) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;

(6) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;

(7) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

(8) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

(9) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;

(10) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;

(11) the deliberate or reckless undertaking of activities such as may result in any of the following:

(a) the waste of staff effort or network resources, including time on any system accessible via the university network;

(b) the corruption or disruption of other users' data;

(c) the violation of the privacy of other users;

(d) the disruption of the work of other users;

(e) the introduction or transmission of a virus into the network;

(12) activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions, and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ('CHEST').

9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the person or body entitled to give it.

10. (1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).

(2) Any person wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

11. Any person responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the 'Statement of IT Security and Privacy Policy', as published by the ICT Committee from time to time.
12. Users shall at all times endeavour to comply with guidance issued from time to time by OUCS to assist with the management and efficient use of the network.
13. Connection of computers, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:
 - (1) (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with OUCS.
 - (b) In particular all such names must be within the domain .ox.ac.uk.
 - (c) Any exception to this must be authorised by the Director of OUCS, and may be subject to payment of a licence fee.
 - (2) (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules and guidelines on security and anti-virus policy, as issued from time to time by the ICTC, are followed.
 - (b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.
 - (3) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.
 - (b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.
 - (4) (a) Hosting Web pages on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages must endeavour to comply with guidelines published by OUCS or other relevant authorities.
 - (b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide 'home-page' facilities for any commercial organisation, except with the permission of the Director of OUCS; this permission may require the payment of a licence fee.
 - (5) Participation in distributed file-sharing networks is not permitted, except in the case of the use of the facilities for properly authorised academic purposes when that use is lawful and when the user:
 - (a) in the case of services under the supervision of OUCS, has demonstrated to the satisfaction of the Director of OUCS or his or her nominated deputy that the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board; or
 - (b) in the case of services provided by a college or department, has demonstrated to the satisfaction of the nominated college or departmental officer that the user has obtained prior written authority for the particular activity from the head of that college or department.

- (6) (a) No computer connected to the university network may be used to give any person who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.
 - (b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.
 - (c) Areas of doubt should be discussed with the Registration Manager at OUCS.
 - (7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the ICTC, and will be subject to any conditions that the ICTC may specify.
 - (8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of the college, section or department concerned.
14. (1) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.
- (2) Access to facilities may be withdrawn under section 46 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the circumstances.

Examining Users' Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means, deliberate or accidental.
16. (1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.
- (2) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.
17. (1) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.
- (2) Normally, the user's permission should be sought.
- (3) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.
- (4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.
- (5) For the purposes of these regulations 'appropriate authority' is defined as follows:
- (a) in the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, the head of the department, college, or other unit to which the employee is responsible, or the head's delegated representative;
 - (b) in the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;
 - (c) in the case of a college system, the head of the college or his or her delegated representative.

G.10. Code of Practice on Protection of Children and Vulnerable Persons

Objective

To provide a safe environment for children and vulnerable persons within College premises and in activities undertaken with the approval of the College. For these purposes, a child is a person under 18, and a vulnerable person is a person who is receiving any form of health care whose ability to protect him or herself from neglect abuse or violence is significantly impaired on account of disability, illness or otherwise.

Premises

The College will take all reasonable steps to ensure that its premises are safe for children and vulnerable persons whose presence can be reasonably anticipated.

Safeguarding Vulnerable Groups Act 2006

The College will discharge its obligations under the Safeguarding Vulnerable Groups Act 2006.

Sexual Offences Act 2003

Members of staff are reminded that, under the Sexual Offences Act 2003, activities of a sexual nature between a child and someone who is in a “position of trust” constitute an offence, even though the child is capable of giving consent (that is, is 16 or over). A person is in a position of trust if they are “regularly involved in caring for, training or supervising” another person in an education institution (SOA 2003, s. 22(3)(a)). This could be taken to apply to a tutor or other personal advisor.

Duty of Care

The College has a general duty of care owed to all staff and students. This is a duty to take reasonable steps to ensure they do not come to harm.

Within that general duty, the College will discharge a special duty of care to ensure that it will not permit any activity which puts any child or vulnerable person at risk of abuse, understanding that abuse can be physical, sexual, emotional, or neglect. In the furtherance of this duty it will take proper care that

- (a) persons appointed to undertake any welfare role with regard to students or members of staff on behalf of the College have been demonstrated to have appropriate qualities to perform such a role;
- (b) members of staff who come into contact with children or vulnerable persons do not do so in circumstances in which there is risk of abuse.
- (c) any allegations or evidence of harm to a child or vulnerable person will be taken seriously and investigated

Confidentiality

The College will respect the privacy and confidentiality of any child or vulnerable person in as far as this is consistent with its obligation to discharge its duty of care and statutory obligations.

The Code of Practice of the University

The College takes note of the University’s Code of Practice on the Protection of Children and Vulnerable Persons and will observe it in as far as it applies to the College.

Approved by HR Committee – May 2008

G.11. Smoking Policy

The right to work in a smoke-free environment is supported by statutory duties under the Health & Safety at Work Act (1974), Workplace (Health, Safety and Welfare) Regulations 1992 and the Health Act 2006.

This policy seeks to guarantee to non-smokers the right to work in air free of tobacco smoke, whilst also taking account of the needs of those who do smoke. This policy applies to all students and employees, regardless of seniority, and whether their work environment is shared with others. Visitors will also be requested to refrain from smoking in non-smoking areas, as will any other people (eg contractors, tourists) working on College premises.

Staff and students meeting visitors from outside the College are required to politely explain our policy and to ensure such people comply with it. Appropriate “no smoking” signs will be displayed prominently in no-smoking areas.

In accordance with the law, all areas of the College including tutors rooms, student bedrooms, common rooms, college vehicle and offices are non-smoking.

The College will not permit smoking to take place within 3 metres of any building entrance, being a distance that should ensure that no person is subject to potential harm or discomfort. There is no intention to identify demarcation lines around buildings and staff and students are asked to self-regulate on this issue.

Where smoking is permitted on land owned by Keble College, receptacles will be provided for the disposal of cigarette ends and other waste smoking materials. Staff and students using these areas will also be expected to keep them tidy and to dispose of any rubbish appropriately. Cigarettes, cigars and pipes must be extinguished using the receptacles provided and smokers should ensure that there is no risk of fire.

The prohibition on the smoking of tobacco will be subject to the following exceptions. It will not apply to:

College grounds and open spaces provided that smokers do not physically obstruct access to or egress from a premise.

At the Sportsground – but not within 3 metres of the buildings or pavilion.

In many workplaces where non-smoking policies have been introduced, employees who smoke do so just outside the entrances and exits to the premises. We believe this would not present the College in an appropriate light and is unpleasant for non-smokers.

Students and staff who need to smoke may do so within the gardens and grounds but only during any recognised rest period or lunch break. Smokers will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Day to day responsibility for implementing this policy lies with managers and the Dean. However, staff and students are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of others, including visitors.

While the College is committed to enforcing its legislative obligations, all are reminded that the Health Act does lay down penalties for those who are in breach of its requirements. Both the College and individual members of staff and students face fines for breaches of the legislation which will ultimately be enforced by Oxford City Council. The maximum fine per offence is £2,500.

Breach of this policy will be dealt with on an individual basis: in the case of students by fines and action by the Dean or in the case of staff, by the invocation of the College's disciplinary process.

Advice for those wanting to give up smoking can be obtained from the College Nurse on x82380 (during term time) or Quitline 0800 002 200.

This policy has been drawn up following full consultation with staff via the Health & Safety Committee, Staff Forum and ratified by Governing Body in June 2007.

Action Plan

The College reviews all of its HR policies annually to ensure fairness and that the aims of each policy are being met without adverse impact on any group or individual.

November 2007

G.12. Keble College Policy on Requests to change undergraduate course

In theory a change of course is possible once a student has started at the College, but this can only be for exceptional reasons, and a robust selection process must occur before the College can agree to a change.

This is because:

- The College needs to match the numbers of undergraduates to the teaching resources available, and this is done very carefully through initial admissions quotas.
- Anyone undertaking a course must be good enough to have been admitted for that subject in open competition.
- There can be no suggestion that a student is merely trying to change from a course from which they felt it was initially 'easier' to gain admittance, to another.
- Undergraduates are expected to demonstrate a great deal of commitment to undertaking a course they wish to pursue for three or four years; a wish to change course is sometimes seen as a lack of commitment.

For these reasons, the following principles and policies have been agreed for such circumstances:

- A student wishing to change subject needs the approval of the tutors in both the subject s/he wishes to leave and the subject s/he wishes to take up.
- The student should first approach the Director of Studies in his or her current subject and discuss the situation, stating what exceptional reasons should be taken into account in considering a request to transfer.
- The DoS will then contact the Senior Tutor, and state whether he or she sees merit in the student's request. If so, the DoS will forward to the Senior Tutor a formal statement from the student regarding the request. If appropriate, the Senior Tutor will then approach the DoS in the subject to which the student seeks to transfer.
- (If the student feels constrained for whatever reason from contacting their current DoS regarding this, they may approach the Senior Tutor directly and explain the reasons for seeking to transfer. The Senior Tutor will then discuss the situation directly with the DoSs in both subjects.)
- If both the DoS agree to the possibility of a transfer, then the student must undertake a selection process similar to that originally set for admission to the new subject. The 'new' DoS will review the student's UCAS application, consider any written work, as appropriate, and interview the student.
- If the DoS in the new subject agrees that the student is of an appropriate standard to have been admitted in open competition for entry in that subject, the Senior Tutor will take the formal request to the following meeting of the Governing Body.

A further point to take into account:

If the new DoS believes the student may struggle because of the amount of material already covered in the year, if they were admitted straight into the new subject, the new DoS may agree only to the student starting the new course from first year, at the beginning of the next academic year. Obviously, students in this situation need to be aware that taking first year again has financial and other implications.

A decision not to permit a change of course will not disadvantage the student in the course in which s/he was originally admitted.