# PART G

## Policies and Codes of Practice

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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’.

Personnel Records

To improve data collected relating to our existing staff, during Hilary Term 2012, questionnaires will be issued to current staff, requesting data on all their protected characteristics except pregnancy and maternity which are already known and recorded separately. The data is to ensure the effective operation of our Equality Policy and for no other purpose.

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.

Human Resources and Equality Committee

On an annual basis, representatives from the student body and staff attend the Human Resources and 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 Human Resources and Equality Committee. The HR Manager is assisted in this role by the Assistant Equality Officer.

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 is the Disability Lead and takes a lead role in disability-related matters. 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 Policy Statement and Code of Practice on Freedom of Speech

Agreed by Governing Body June 2016

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Preamble

Free speech is the lifeblood of a university. It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the College are confronted with views that some find unsettling, extreme or offensive. The College must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of the College, laid out below.

1 Policy Statement on Freedom of Speech

1.1 Members, students, and employees of the College must conduct themselves so as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language. The freedom protected by this Code of Practice is confined to the exercise of freedom of speech within the law.
1.2 Whilst there is no legal prohibition on offending others, the College expects speakers and those taking part in meetings or protest activities to respect its values, to be sensitive to the diversity of its community and to show respect to all sections of that community. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.

1.3 Under section 43 of the Education (No 2) Act 1986 universities are required to issue a Code of Practice. The following Code was approved by Council on 13 July 2009 and took effect on 1 October 2009.

1.4 Advice on any aspect of this Policy Statement and the Code of Practice may be obtained from the Dean.

2 Code of Practice on Freedom of Speech

Code of Practice issued under section 43 of the Education (No 2) Act 1986:

2.1 Section 43 of the Education (No 2) Act 1986 requires the College to issue and keep up to date a code of practice to be followed by members, students, and employees of the College for the organisation of meetings and other events, which are to be held on College premises, and for the conduct required of members, students, and employees of the College in connection with meetings and other events.

2.2 This Code applies to all members, students, and employees of the College, in respect of all College premises. Outdoor as well as indoor meetings and other events on College premises are included.

2.3 An intentional or reckless breach of this Code of Practice is an offence and may be the subject of disciplinary action. Where the acts of individuals involve alleged breaches of criminal law, the College will assist the prosecuting authorities in implementing the due process of law and any internal disciplinary proceedings may be deferred or suspended pending the outcome of criminal proceedings.

3. Meetings and events on College premises

Meetings and events to which this Code applies

3.1. In this part of the Code reference to a meeting or an event refers to meetings or other events where the nature of the meeting or event, the identity of the speaker or speakers or some other factor gives rise to reasonable concern on the part of the organisers, the Dean or other individuals that the proposed meeting or event may be disrupted or may result in violence, disorder, harassment or any other unlawful activity.

3.2 The Dean is responsible for approving suitable arrangements for such meetings and events and may make such directions, or issue such guidance, as is necessary to ensure that the nature and conduct of the meeting is lawful and in accordance with the provisions of this Code.

Organisation of such meetings or events

3.3. It shall be the duty of the organisers of every such meeting or event to seek the approval of the Dean for the holding of that meeting.
3.4. Any other member of the College or member of staff who has concerns about a prospective meeting or event should bring his or her concerns promptly to the attention of the Dean and the Dean shall take such reasonable steps as are warranted under paragraph 3.2 above.

3.5. Organisers should supply details of the date, time and place of the meeting, the names, addresses, and Colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the College. Information is required at least seven working days in advance (although the Dean may, at their discretion, agree to receive information closer to the time of the meeting than this). The Dean may cancel any meeting or event where the required information has not been provided seven working days in advance.

3.6. The organisers of meetings and events should comply with any conditions set by the Dean concerned with the arrangements for the conduct of the meeting. Such conditions may include a requirement that tickets should be issued, that an adequate number of stewards should be provided, that the police should be consulted about the arrangements, and that the time and place of the meeting should be changed. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers (save for academic meetings or events, where the expense rests with the department, faculty or college concerned).

3.7 The Dean will not seek to curtail or cancel a meeting or event unless in their considered opinion the meeting or event infringes on the legitimate rights and freedoms of others or poses a significant risk to health and safety or there is some other substantial and lawful ground for the curtailment or cancellation. The Dean will consult as necessary with the Warden or in their absence the Sub-Warden and where necessary with the University Marshal and police about forthcoming meetings and events covered by the Code. In any case where serious disruption may be anticipated which may not be effectively addressed by any condition specified under paragraph 3.6 above, the Dean shall have power, having taken into consideration any advice received to order or to advise the cancellation, postponement, or relocation of the meeting.

3.8 All decisions will be reached by the Dean following careful consideration of the evidence available to them and will be limited to those actions that are reasonable, proportionate and necessary to prevent crime or disorder, or otherwise protect the legitimate rights and freedoms of others.

3.9 If an organiser is unhappy with the outcome of a decision of the Dean they may write to the Warden setting out clear reasons for unhappiness with the decision and requesting a reconsideration of the decision.

**Conduct at such meetings or events**

3.10 The organisers and those in attendance at any meeting or event must comply with any reasonable instructions given during the course of a meeting or event by the Dean, by any other College officer or person authorised to act on behalf of the College in the proper discharge of his or her duties, or by police.

3.11 It is 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 to freedom of speech is being or is to be exercised. This duty is subject only to such conditions as may have been specified in accordance with the terms of this Policy or any limitations imposed or directions given by the police or other relevant public authority.
3.12 Nothing in this Code shall be taken to prohibit the exercise of the right to protest by peaceful means; provided always that such protest is conducted lawfully within the general principles and other requirements of this Code, and the provisions of the Statutes and Bylaws of the College.

4. College premises made available for use by outside organisations

4.1 In any case where the College is proposing to grant permission to an outside organisation or group to hold meetings or events on College premises, the outside organisation or group shall be required to act in accordance with this Code of Practice.

5. Other legal requirements

5.1 The College is mindful of its pro-active duties under equality legislation. The right to freedom of speech is constrained by laws protecting others from discrimination, victimisation and harassment, protecting national security and public safety, preventing of disorder or crime, protecting the reputation and rights of others, and preventing the disclosure of information received in confidence. Reference to such legislation and guidance can be found in the Annexe to this bylaw.

6. Applications of the Code

6.1 Any person who is in any doubt about the application of this Code of Practice to any meeting, event or public gathering on College premises is under an obligation to consult the Dean, who will determine whether the provisions of the Code apply.

ANNEXE Relevant legislation and sources of information

Legislation in this area is characterised by three key themes (the current text of the legislation can be found by searching the Office of Public Sector Information website - http://www.opsi.gov.uk/psi/):

(i) Protection of the special status of Higher Education Institutions:
   Education Act 1986
   Education (No. 2) Act 1986
   Education Reform Act 1988

(ii) Anti-discrimination legislation and proactive equalities legislation:
   Employment Equality (Religion or Belief) Regulations 2003
   Race Relations Act 1976
   Race Relations (Amendment) Act 2000
   Sex Discrimination Act 1976
   Racial and Religious Hatred Act 2006
   Equality Act 2010

(iii) Provisions that qualify rights:
   Public Order Act 1986
Crime and Disorder Act 1998
Protection from Harassment Act 1997
Criminal Justice Act 2003 and Criminal Justice (Scotland) Act 2003
Counter-Terrorism and Security Act 2015

Helpful guidance is available in the following places:
University of Oxford Integrated Equal Opportunities Policy
University of Oxford Race Equality Policy
University of Oxford Harassment Code of Practice
Universities UK: Promoting good campus relations: dealing with hate crimes and intolerance (at http://www.ecu.ac.uk/publications/promoting-good-relations/)
G. 3 Keble Policy and Procedure on Harassment

Approved by Governing Body on 15 June 2016

Introduction

1. Keble College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

2. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

3. The aims of the College as reflected in this Policy are to:
   a. Promote a positive environment in which people are treated fairly and with respect;
   b. Make it clear that harassment is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
   c. Provide a framework of support for staff and students who feel they have been subject to harassment; and
   d. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

4. Those in positions of authority within the College, such as the Chaplain, Dean, Harassment Advisors, HR Manager and Senior Tutor, have formal responsibilities under this Policy and are expected to familiarise themselves with the Policy and Procedures on appointment. All senior members of the College have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

5. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the College community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:
   a. Treating others with dignity and respect;
   b. Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
   c. Supporting any member of the College who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

6. This Policy and Procedures are designed to deal with harassment which occurs primarily within the environment of one or more colleges. Incidents of harassment that occur outside the college environment and/or solely within the University environment will
normally be dealt with under the appropriate University procedure. If there is doubt as to whether the college or University procedure applies, you are advised to seek advice from the relevant college officers described in this Procedure, the Director of Student Welfare and Support Services or the University’s Harassment Line.

7. This Policy and Procedures should be read alongside other Keble College policies and procedures, including College disciplinary procedures. These can be found at: http://www.keble.ox.ac.uk/students/college-handbook.

8. Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service, or their local Harassment Advisor, for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at: www.admin.ox.ac.uk/eop/harassmentadvice.shtml

Definitions

9. A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person’s dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

10. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

11. Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

12. The College seeks to protect any member of the College community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:

a) made an allegation of harassment, or
b) indicated an intention to make such an allegation, or
c) assisted or supported another person in bringing forward such an allegation, or
d) participated in an investigation of a complaint, or
e) participated in any disciplinary hearing arising from an investigation, or
f) taken any other steps in connection with this Policy and Procedure, or
g) is suspected of having done so.

1 www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/
2 Statute XI: University Discipline (www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342)
3 The college Freedom of Speech Policy can be found at: http://www.keble.ox.ac.uk/students/college-handbook and.
Behaviours

13. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

14. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

15. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

16. Harassment can take a variety of forms:

   a) Through individual behaviour
      - face to face, either verbally or physically
      - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the college’s regulations relating to the use of Information Technology Facilities 4
      - directly to the person concerned, or to a third party
   b) Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

17. Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:

   a) unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
      - inappropriate body language
      - sexually explicit remarks or innuendoes
      - unwanted sexual advances and touching
   b) offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of disability, race or sexual orientation
   c) insulting, abusive, embarrassing or patronising behaviour or comments
   d) humiliating, intimidating, and/or demeaning criticism
   e) persistently shouting at, insulting, threatening, disparaging or intimidating an individual
   f) constantly criticising an individual without providing constructive support to address any performance concerns
   g) persistently overloading an individual with work that they cannot reasonably be expected to complete
   h) posting offensive comments on electronic media, including using mobile communication devices

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4 IT policies can be found at: http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice
i) threatening to disclose, or disclosing, a person’s sexuality or disability to others without their permission
j) deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
k) isolation from normal work or study place, conversations, or social events
l) publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

18. Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

   a) Following a person;
   b) Contacting, or attempting to contact, a person by any means;
   c) Publishing any statement or other material –
      • Relating or purporting to relate to a person, or
      • PURPORTING TO ORIGINATE FROM A PERSON;
   d) Monitoring the use by a person of the internet, email or any other form of electronic communication;
   e) Loitering in any place (whether public or private);
   f) Interfering with any property in the possession of a person;
   g) Watching or spying on a person including through the use of CCTV or electronic surveillance.

Application of the Policy

19. Harassment is a serious offence. Any member of the College community who feels they have been subject to harassment can make a complaint via the appropriate Procedure: see Annexe A for the Procedure in relation to complaints about staff; and Annexe B for the Procedure in relation to complaints about students.

20. When a criminal offence may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from Harassment Advisors, the Senior Tutor, the Chaplain and/or the Director of Student Welfare and Support Services and/or approach the Police directly; and staff members can seek advice from Harassment Advisors, the HR Manager and/or the Senior Tutor and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available from the University at Guidance for staff on handling cases of sexual assault or sexual violence.

21. Incidents of harassment that occur outside of the college environment and within the University environment will normally be dealt with under the appropriate University procedure. These procedures can be found at: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/

22. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.
23. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

24. This Policy and Procedure may be found at http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice or are available in hard copy from the College Office. Copies in alternative formats are available on request.

25. This Policy and Procedure will be subject to regular review by the Human Resources and Equality Committee.
Annex A: Complaints of harassment against College staff

1. The Procedure below applies in all cases where the person who is the subject of the complaint is a member of College staff, or who has an association with a particular college, short of an employment contract. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will have oversight of all cases, and will take the lead as appropriate in liaising with other parts of the collegiate University.

2. Where the complainant is a student, support during this process will be provided by the Chaplain and, where relevant, the Director of Student Welfare and Support Services.

3. This complaints Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, cases of serious assault or threat of serious assault. In the first instance such allegations will normally be a matter for police investigation and action. This complaints Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement.

Initial action

4. The Procedure below assumes that the individual has not been able first to resolve the issue through an informal approach. If a member of staff wishes to seek informal resolution, they should approach the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) to ask for help in achieving a resolution of the problem. Students should seek support from the Chaplain. At no time should a student or staff member feel obliged to approach an alleged harasser.

5. In some situations, it may be appropriate to ask the parties to consider entering into a mediation or conciliation process. Although mediation or conciliation may be attempted at any time before or after a formal investigation, it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

6. In the case of a complaint involving two members of staff, an experienced mediator or conciliator acceptable to both parties will normally be nominated by the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), who may seek advice from the University’s Director of Human Resources if appropriate, for example, in the case of a joint appointment. In the case of a complaint involving a member of staff and a student, the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will consult the Chaplain, who may seek advice from the Director of Student Welfare and Support Services as appropriate. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing.

7. All those involved in the mediation or conciliation process must maintain appropriate confidentiality.

Complaints procedure
8. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint. If the complainant is a member of staff, the complaint should be submitted to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff). If the complainant is a student, the complaint should be submitted to Chaplain who will then communicate it to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) and/or relevant Head of Department]. A student complainant may also seek support as relevant from the Director of Student Welfare and Support Services. In cases where it is not immediately clear to whom a complaint should be addressed, or if the complainant feels it is not appropriate to approach the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), or wishes to make a complaint against the HR Manager or the Senior Tutor, advice may be sought from Harassment Advisors and/or Chaplain. Students and staff can seek support from College Harassment Advisors throughout the complaints process. If the student or staff member does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or e-mail harassment.line@admin.ox.ac.uk).

**Submission of the complaint**

9. In the submission to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) or Chaplain, the complainant should set out as clearly and succinctly as possible

   a) the nature of the behaviour that they are concerned about;

   b) the effect of this behaviour on them; and

   c) the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome they are seeking.

10. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the investigation within a period of no more than six weeks. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the College in achieving that result. In exceptional cases, an investigation may take longer than six weeks, and both parties will be kept updated about the progress of the investigation.

11. Both parties to the complaint have the right to be accompanied and supported by a trade union representative or by a colleague of their choice from within the College at any meeting held under this procedure. If the complaint involves a student they may be accompanied by another student member of the College or a member of the College’s welfare team, a senior member of the College, or a member of staff from OUSU’s Student Advice Service. These people must maintain appropriate confidentiality.

12. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the HR Manager (for non-academic staff) or the Senior Tutor
(for academic staff) or Chaplain considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Head of House or other senior member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

**Action by the HR Manager or Senior Tutor on receipt of a complaint**

13. On receipt of a complaint, the HR Manager or the Senior Tutor (as appropriate) will, in consultation with the Chaplain in the event of a student complainant, take such steps as they think necessary or appropriate to understand the nature of the complaint and the outcome sought which may include:

   a) informing the person against whom a complaint has been made of the allegations against him or her;
   b) meeting separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
   c) speaking to other relevant people on a confidential basis; and/or
   d) obtaining further relevant information.

14. The HR Manager or the Senior Tutor (as appropriate) will then decide how to proceed and will inform the parties in writing. They may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude them from concluding the matter in a timely fashion.

15. The HR Manager or the Senior Tutor (as appropriate) may also determine that immediate interim action is necessary pending the outcome of a formal process.

**Investigation**

16. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.

17. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will appoint an investigator who has had no previous involvement with the case, or with the parties to the case: the investigator may be from another college. The investigation should be concluded as soon as is reasonably practicable. The Investigator will prepare a report and may, if specifically requested to do so by the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), make recommendations on possible courses of action.

18. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will inform the complainant and the person who is the subject of the complaint in writing (i) of the conclusions they have reached having reviewed the evidence, including any investigation report; (ii) of the action the HR Manager or the Senior Tutor (as appropriate) intends to take; and (iii) of the reasons for any such action.

19. The HR Manager or the Senior Tutor (as appropriate) will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.
Investigation procedure

20. The procedure for an investigation will normally be as follows, but may be adapted by the Investigator to meet the needs of the case:-

   a. The investigator will meet the complainant to confirm the details of the complaint.

   b. The complaint as clarified will be forwarded to the person complained against together with any other relevant material that the investigator has.

   c. The investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.

   d. The investigator will meet the person complained against to hear their response to the complaint and any further evidence that has come to light.

   e. The investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.

   f. Having considered all the evidence, including any relevant documents, the investigator will prepare a written report of their findings, in relation to which they may check relevant sections in draft with the parties before finalising.

   g. The report will be forwarded to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), usually with a copy to the Warden, and, if the complainant is a student, normally to the Chaplain. In cases involving students, consent should be sought from the complainant to inform their department if appropriate. The Chaplain will ensure that appropriate support is available to students following an investigation.

Possible outcomes of a complaint

21. Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), in consultation with the sub-Warden and, in the event of a student complainant, the Chaplain, will either:-

   a) Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties.

   or

   b) Initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period. This approach will usually be appropriate where the evidence does not support a claim of harassment but it is clear that either party has demonstrated behaviours that are likely to lead to further issues between them if unresolved or, alternatively, that there are structural issues within the College that require management attention.
or

c) Institute disciplinary proceedings where the HR Manager (for non-academic staff) or
the Senior Tutor (for academic staff) is reasonably satisfied that there is evidence to
support allegations of harassment of a sufficiently serious nature that should be further
examined through the disciplinary process. In this event, the HR Manager or the
Senior Tutor (as appropriate) will determine what intermediate measures are
necessary, including any re-allocation of duties, in consultation as appropriate with the
relevant department.

or

d) In rare cases disciplinary action may be instituted against the complainant if HR
Manager (for non-academic staff) or the Senior Tutor (for academic staff) is satisfied
that the complaint of harassment is unfounded and not made in good faith.

Appeal from the HR Manager (for non-academic staff) or the Senior Tutor (for
academic staff)’s decision

22. If either party does not accept the outcome of the complaint (including any judgement
that the complaint was vexatious), they may invoke the relevant grievance or complaint
procedure within the time scales specified. For staff see the complaints procedure in the
College Staff Handbook and for students see complaints procedure in the College
Handbook.5 If the complainant is a student, a Completion of Procedures letter should be
issued.

23. If a student complainant is not satisfied with the outcome following the investigation
of the formal written complaint, they may be able to apply to the Office of the Independent
Adjudicator for Higher Education (OIA) for a review of the case. They must do so within
three months of the date of the Completion of Procedures letter.

Potentially criminal conduct
24. This Procedure may not be applicable where the allegations are of behaviours that
may attract criminal sanction. This would include, but not be limited to, cases of serious
assault or threat of assault.

Confidentiality

24. Information concerning allegations of harassment must so far as reasonably possible
be held in confidence by those to whom it is divulged. Unnecessary disclosure of such
allegations may attract disciplinary sanction. Information will be shared on a need-to-know
basis, including as appropriate with the individual against whom a complaint is brought.
Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for
certain information to be provided to others within the College, the University, or to
external bodies.

25. Those to whom disclosure may be made outside the University include the police, the
Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The
College will not normally report a matter to the police without the complainant’s

5 http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice
agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

**Records**

26. The College and all those involved in this process must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

27. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions with the Investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions.

28. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), and if the student is a complainant, the Chaplain, should be consulted about filing and retaining any notes and documents, all of which must be held in confidence.

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6 http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf
Annex B: Complaints of harassment against students

1. This Procedure is designed to deal with student complaints of harassment by other students that arise in a College context. Complaints of harassment brought by students against college-only staff will be dealt with under the staff Procedure above, and complaints by students against University staff will be dealt under the University. In all cases a student complainant will be supported by the Senior Tutor and, if appropriate, the Director of Student Welfare and Support Services. If a student is unsure whether a particular instance of harassment falls under the University’s procedures or College procedures, they should seek advice from the Senior Tutor, DSWSS or a Harassment Advisor.

2. If a member of College staff wishes to make a complaint of harassment against a student, this will normally be considered as a disciplinary issue. In the first instance, a member of staff should seek support and guidance from the HR Manager, who should consult the Student Welfare Lead and/or DSWSS as relevant.

3. The Senior Tutor and Harassment Advisors can provide support to students, and to staff requiring advice on student cases. The Senior Tutor will have oversight of all cases referred to them under this Procedure, and will take the lead as appropriate in liaising with other parts of the collegiate University. The Senior Tutor will act as a source of information and advice for the College on student cases of harassment, and will make referrals as appropriate. They will also be responsible for recording and reporting of cases referred to their office under this Procedure.

4. In serious cases, it is likely to be appropriate to proceed directly to stages 2 and 3 of this Procedure.

5. This complaints Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, cases of serious assault or threat of serious assault. In the first instance such allegations will normally be a matter for police investigation and action. This complaints Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement.

Stage 1 - Informal action

6. In some cases, a student who feels that they are being harassed by another student may feel able to approach the person in question to explain what conduct they find upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should a student feel obliged to approach an alleged harasser, and the College does not wish to suggest that a student who feels that they have been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

7. Before taking informal action, the student could discuss the situation with a College Harassment Advisor. If the student does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor.

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7 Oversight in this context refers to the Senior Tutor being aware of all cases so as to ensure the provision of appropriate support to students.
(Tel. 01865 270760 or e-mail harassment.line@admin.ox.ac.uk). Harassment Advisors will not approach the alleged harasser on behalf of an individual. Details of the role of the harassment advisor can be found at www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf.

8. Other sources of advice when considering informal resolution include the Chaplain, Dean, Welfare, JCR and MCR welfare representatives, Student Peer Supporters, and OUSU’s Student Advice Service (Tel. 01865 288466 or e-mail advice@ousu.org).

9. These sources of support and advice are also available to students who have been accused of harassment.

Stage 2 - Student Welfare and Support Services

10. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Senior Tutor and Harassment Advisors are available for support and advice to any student who feels that they are being harassed. Students can contact the Senior Tutor by e-mail: senior.tutor@keble.ox.ac.uk.

11. The Senior Tutor will refer the student to a staff member trained in dealing with harassment cases, normally a Harassment Advisor. This staff member will be available to support the student throughout the process, including if they decide to move to stage 3 and make a formal complaint, and will also provide support following the outcome of any formal complaint. The Senior Tutor will oversee all cases, and will advise and take action as appropriate. Actions taken will vary depending on the case. Actions taken by the trained staff member may include:

a) Giving advice on options for ways to proceed, and helping the student to make decisions on the action they want to take

b) Referring the student to appropriate support services (such as the Student Counselling Service, Harassment Advisors and OUSU Student Advice Service).

Actions taken by the Senior Tutor may include:

c) Referring a case to the University, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment

d) Ensuring that relevant members of staff within the collegiate University are informed of the case if appropriate, with the student’s consent, and having due regard for obligations of confidentiality owed to others.

12. Support from the Senior Tutor and Harassment Advisors, or those designated by them is also available to students against whom complaints of harassment have been made. Actions taken will vary depending on the case, but the support will be equivalent to that available to a student who feels that they are being harassed by another student, including referral to appropriate support services. The Senior Tutor will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of staff, who will maintain appropriate confidentiality.

13. Support from the Senior Tutor and Harassment Advisors is also available to students who wish to make or have made a complaint of harassment against a member of staff, under the staff Procedure in Annexe A.

Keble College Handbook and Regulations for Junior Members 2016-17
14. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

**Stage 3 - Formal written complaint**

15. If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the Dean. In some cases, it will be appropriate to proceed directly to this stage. In these cases, if the complainant has not already been offered appropriate support from a trained member of staff, this will happen.

16. The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.

17. The complainant should set out as clearly and succinctly as possible

   a) the nature of the behaviour that they are concerned about;

   b) the effect of this behaviour on them; and

   c) where possible, the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties and, where possible, the outcome they are seeking. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Dean may request further information.

18. The Dean or another person appointed by them, the Investigator, will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include:

   a) informing the person against whom a complaint has been made of the allegations against him or her;

   b) meeting separately with the complainant and the alleged harasser;

   c) speaking to other relevant people on a confidential basis; and/or

   d) obtaining further relevant information.

At all times both parties will have the right to be accompanied at meetings by another student member of the College, a member of the College welfare team, a senior member of the College, or a member of staff from OUSU’s Student Advice Service.

19. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the student who is the subject of the complaint will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this

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8 [http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf](http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf)
timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

20. At all times both the complainant and the student complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.

21. In some circumstances, in the interests of the complainant and/or the student complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.

22. Investigation of a formal written complaint of harassment may result in:

- Deciding that the alleged harasser should face disciplinary procedures\(^9\)
- Taking actions in College, or recommending to a department/faculty actions to take, including making arrangements to limit contact between the parties concerned. The Warden or head of department will have responsibility for implementing and monitoring any actions. The Senior Tutor and University Director of Student Welfare and Support Services will be available to advise
- Referring either or both parties to appropriate support services
- Referring a case to the University, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment.
- Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties
- In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

23. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to appeal this decision using College Complaints procedure\(^10\) or, if they have exhausted all mechanisms of appeal within College (including the Conference of Colleges Appeal Tribunal, apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. The complainant should seek advice from the Senior Tutor or a Harassment Advisor\(^\) if they are considering taking this action. If applying to the OIA they must do so within three months of the date of the Completion of Procedures letter.

24. Following the outcome of the complaint, the Senior Tutor will take such action, including informing others, and arranging for support for all parties following the outcome, as may be appropriate in the circumstances.

25. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Senior Tutor considers that the implications for the

\(^9\)  [http://www.keble.ox.ac.uk/students/college-handbook](http://www.keble.ox.ac.uk/students/college-handbook)

\(^10\)  [http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice](http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice)
aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Head of House or other senior member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

**Referrals**

26. On occasion, complaints of harassment which should be considered under this Procedure may be made to staff other than the Senior Tutor. In this situation, staff should explain the Procedure, and ask the complainant if they would like the case referred to the Senior Tutor, so that they can receive support from a trained staff member, or submit a formal written complaint.

27. If a student does not wish to seek support and advice, or to make a complaint, under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, staff can contact the Senior Tutor or DSWSS for advice on a confidential basis.

28. There may be occasions where a student does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Senior Tutor considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Senior Tutor may initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual's consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior level.

**Potentially criminal misconduct**

29. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault. Where the complaint is of potentially serious criminal behaviour by a student, the college should consider whether it would be appropriate for the University to investigate, given the University’s access to experienced external investigators. Further guidance on cases of sexual assault and sexual violence, including support available, is available from the University. Issues including but not limited to those around teaching, examinations and accommodation/social activity may need to be considered.

30. Support for any student affected by such an incident may be sought from the Senior Tutor, Harassment Advisors, the Chaplain and the Dean.

31. In addition the Senior Tutor will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary.

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11 Any member of the collegiate University can also contact the Proctors for advice and information on any matter.

12 [https://www.ox.ac.uk/students/welfare/harassment?wssl=1](https://www.ox.ac.uk/students/welfare/harassment?wssl=1)
Confidentiality

32. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

33. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The College will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

Records

34. The College and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998\(^{13}\). These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

35. Those interviewed in the course of any investigation by the investigator will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the College’s internal processes and any external processes are concluded.

36. The Senior Tutor should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held in confidence.

\(^{13}\) http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf
Sources of advice

College Harassment Advisors. Any junior member of college who believes they may be suffering from harassment is strongly encouraged, in the first instance, to consult one of the two College Harassment Advisors. The role of a Harassment Advisor is to listen non-judgementally to individuals’ concerns and provide them support by:

- advising them on the appropriate Policy and procedures
- guiding them through the College Policy and procedures, clarifying the options open to them and assisting them to resolve the matter informally where possible
- where requested, supporting them through the resolution process, whether formal or informal
- referring them to another advisor where necessary or to other agencies and support systems as appropriate

Harassment Advisors do not:

- approach the alleged harasser in an attempt to mediate or resolve the matter
- act as representative or advocate
- act as a party to any formal stage of the complaint process, except in the role of providing support

Harassment Advisors will deal with all cases with the utmost confidentiality except where there is an unacceptable risk to another individual or to the College.

The current College Harassment Advisors are:

- Professor Stephen Faulkner (stephen.faulkner@keble.ox.ac.uk, (2)72723)
- Dr Kazbi Soonawalla (kazbi.soonawalla@keble.ox.ac.uk (2)72721)

The University Harassment Advisory Service, comprising a network of around 300 voluntary advisors, is available to staff and students. The central Harassment Line will provide details of an advisor: (2)70760 or harassment.line@admin.ox.ac.uk

Departmental Harassment Advisors, of whom there are at least two for each department

The Director of Student Welfare and Support Services’ office is available to all students: director@swss.admin.ox.ac.uk

OUSU Student Advice Service is available to all students. Contact 01865 288466 or advice@ousu.org

Local trade union officials can also be contacted for support by staff. Details may be found at www.admn.ox.ac.uk/personnel/staffinfo/joint.

Guidance on sexual violence

Neither the College nor the University Policies on Harassment may be applicable where allegations are of behaviours that may attract criminal sanction. The University’s guidance for staff on handling cases of sexual assault or sexual violence are available at: http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/
G.4. Keble College Student Complaints Procedure

Introduction

(a) The Complaints Procedure outlined below is intended to be followed in cases of dissatisfaction by one or more junior members with regard to domestic, financial and academic matters that affect the quality of an individual’s learning opportunities. Examples include:

- failure by the college to meet obligations including those outlined in the Student-College contract and the College Handbook;
- misleading or incorrect information in prospectuses or other promotional material produce by the College;
- concerns about the delivery of College teaching;
- poor quality of facilities, learning resources or services provided directly 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.

This procedure does not address academic appeals in the sense of requests for a review of a decision of an academic body (almost always the University) charged with making decisions on student progress, assessment and awards. There are separate University procedures for such requests, information about which can be obtained from either the College Office or the University’s website:
http://www.admin.ox.ac.uk/proctors/examinations/candidates/

This procedure does not cover complaints against the University, its departments and faculties. These are addressed to the University Proctors and information can be found here:
http://www.admin.ox.ac.uk/proctors/complaints/

Advice on which procedure may be appropriate can be obtained from the Senior Tutor.

(b) A complaint may be made under this procedure by current students of the College, students temporarily suspended from the College for whatever reason (i.e. intermitted), and former students of the College whose complaint relates to a matter that arose while they were a current or temporarily suspended student. Such complaints should be received no later than three months following the conclusion of their programme and will only be considered after this time in exceptional circumstances.

(c) 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.

(d) The College welcomes feedback and takes complaints seriously. Junior members will not suffer any disadvantage as a result of making a complaint in good faith. Disciplinary action may be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings frivolous, malicious or vexatious complaints. Anonymous complainants or complaints made on behalf of someone else will only be considered
in exceptional circumstances. Where an issue concerns a number of junior members, those individuals can submit a group complaint. Under such circumstances the college can ask the group to nominate one junior member to act as a group representative.

(e) The College will endeavour to resolve all complaints made in good faith promptly and will provide an explanation where this is not possible. Throughout the procedure objective and transparent measures will be used where possible and all processes will be exercised with impartiality. All individuals involved in proceedings are bound by the College’s published code on Confidentiality.

(f) 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.

**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, sportsground 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.

**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. The submission should set out as clearly and succinctly as possible: (i) the nature of the matter being complaining about; (ii) the effect on the individual; (iii) any steps taken under the informal procedure; and (iv) the resolution being sought. The complaint should include dates and times and all other relevant details, together with any documentary evidence. There will be a
written confirmation of the receipt of a complaint within five working days of the written complaint being filed.

(b) Every effort will be made to achieve a prompt resolution of the complaint. The aim will be to conclude the investigation within a period of no more than six weeks. The complainant will be expected to cooperate with the College in achieving this aim.

(c) The Warden will:
(i) direct the relevant departmental manager (or, if that person is subject to the complaint, another departmental manager or appropriately qualified individual) to investigate the complaint and produce a written report; and
(ii) convene an ad hoc committee of not less than three members of the Governing Body, not including the student’s tutor(s), college advisor or any individual with significant experience or knowledge of the particular complaint. The Warden will make available the departmental manager’s report. This report and any other documents considered by the committee, will be made available to the complainant before the hearing. 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, any members of staff involved in the case will withdraw before a decision is made. The committee’s decision will be conveyed in writing to the Warden, who will bring it to Governing Body. The committee’s written decision will include all the relevant facts. A copy of it will be given to the complainant.

(d) 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 working days.

(e) 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.

(f) 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.

Monitoring and Other Arrangements

(a) 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 and Human Resources Committee will provide the basis for taking any appropriate steps to eliminate unlawful direct and indirect discrimination and to promote equal opportunity and diversity.

(b) This procedure will be subject to regular review by Governing Body.

(c) This procedure will be available in the College Handbook and the Senior Tutor will draw students’ attention to it on at least an annual basis.

Agreed by Governing Body 2 December 2015
G.5. 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.

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.

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

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Who needs to know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(i) Medical &amp; psychological</strong></td>
<td></td>
</tr>
<tr>
<td>Emergency overnight admission to hospital</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse, Lodge</td>
</tr>
<tr>
<td>Emergency treatment in hospital</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse</td>
</tr>
<tr>
<td>Emergency treatment in college</td>
<td>Warden, Senior Tutor, Deans, Nurse, Lodge</td>
</tr>
<tr>
<td>Temporary withdrawal from College on medical grounds.</td>
<td>Warden, Senior Tutor, Dean, Subject Tutor/College Adviser, Nurse, Lodge, Services Manager</td>
</tr>
<tr>
<td>Suicide attempts</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Physical or psychological conditions affecting a student’s ability to work or otherwise function as a member of the community</td>
<td>Senior Tutor, Subject Tutor/College Adviser.</td>
</tr>
<tr>
<td>Circumstances affecting family or friends such as bereavement, serious illness which distract a student or cause frequent trips away from college</td>
<td>Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td><strong>(ii) Legal</strong></td>
<td></td>
</tr>
<tr>
<td>Arrest and detention in police custody</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge</td>
</tr>
<tr>
<td>Arrest without detention</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Serious criminal charges laid against a student</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Student is victim of incident involving police</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge (+ Domestic Bursar in case of theft)</td>
</tr>
<tr>
<td><strong>(iii) Internal disciplinary Information</strong></td>
<td></td>
</tr>
<tr>
<td>Disciplinary incidents</td>
<td>Normally dealt with by Deans: information is not more widely circulated</td>
</tr>
<tr>
<td>Serious or persistent misbehaviour in College</td>
<td>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.</td>
</tr>
</tbody>
</table>
G. 6. Keble College Safeguarding Policy

1. Introduction

1.1 Keble College is committed to safeguarding and promoting the health, safety and welfare of its Members and visitors. The College recognises it is likely that children will enter College premises or interact with College Members in a number of circumstances.

1.2 This Policy places the welfare of children to be of paramount importance and aims to safeguard their wellbeing, in particular by protecting them from abuse of any kind. This Policy has been produced in response to an increase in the College’s provision of outreach activity for schools and should be read in conjunction with the University of Oxford’s Code of Practice on the Protection of Children and Vulnerable Adults (a link for which is given in section 14)

1.3 A copy of this Policy is available on the College website.

2. Scope

2.1 For the purposes of this policy, ‘child’ or ‘children’ refers to a person or persons under the age of 18 (as defined in the Children Act 2004).

2.2 For the purposes of this policy, a College Member is anyone at Keble College, working with children whether as a fellow, employee, student or volunteer.

2.3 This Policy applies to all activities involving children and to all College Members.

2.4 The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004, and the Health and Safety at Work etc Act 1974.

2.5 Where a College Member occupies a position of trust with regard to children, an improper relationship with a child constitutes an abuse of trust under the Sexual Offences Act 2003.

2.6 The College also has certain powers, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of Members to assess any risk to children.

3. Preventative Measures

3.1 The College’s Lead Safeguarding Officer (LSO) is The Senior Tutor. The College’s Designated Safeguarding Officers (DSO) will depend on the specific event but in most cases will be the Outreach Officer and the Admissions Officer. Contact details can be found in section 14 of this Policy. The LSO and DSOs will have completed a DBS Disclosure and attended training in child safeguarding.

3.2 The Safeguarding Officers are responsible for:
3.3 Where a role may require College Members to have unsupervised contact with, regularly care for, train, supervise or be in sole charge of children, the College will require satisfactory completion of a Criminal Records Bureau (DBS) Disclosure at the appropriate level.

3.4 New College Members will be made aware of this Policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.

3.5 This Policy is reviewed on an annual basis.

4. Forms of Abuse

4.1 The UK Government guidance, Working Together to Safeguard Children 2010 (1.331.36), defines four types of child abuse:

4.2 Physical – the physical hurting or injuring of a child.

4.3 Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.

4.4 Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children looking at, or in the production of, pornographic material.

4.5 Neglect – the persistent failure to meet a child’s basic needs, likely to result in the serious impairment of the child’s health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

5. Recognising Abuse

5.1 Child abuse can and does occur both within a child’s family and in institutional or community settings. The following may indicate that a child is being or has been abused:
6. Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
6. An injury for which the child’s or adult’s explanation appears inconsistent;
6. The child describes an abusive act or situation;
6. Unexplained changes in behaviour;
6. Inappropriate sexual awareness or sexually explicit behaviour;
6. The child appears distrustful of adults;
6. The child is not allowed to be involved in normal social activities;
6. The child becomes increasingly dirty or shabby.

5.2 It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the child.

6. Dealing with suspicion of abuse/allegations of abuse

6.1 College Members should address any concerns to the LSO or a DSO. If those concerns relate to a DSO, College Members are expected to discuss the matter with the LSO or to contact Oxfordshire Social Services Department directly. If an individual feels that a DSO or LSO has not responded appropriately, then they are encouraged to contact Social Services without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.

6.2 It is the Officer’s responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under Section 47 of the Children Act 1989. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

6.3 If a child says something or acts in such a way that abuse is suspected, the person receiving the information should:

6. React in a calm but concerned way;
6. Tell the child that s/he is right to share what has happened, and that s/he is not responsible for what has happened;
6. Find an early opportunity to explain that it is likely that the information will need to be shared;
6. Take what the child says seriously and allow the child to continue at his/her own pace;
6. Keep questions to an absolute minimum (only clarify what the child is saying) and not ask a question that suggests a particular answer;
6. Not interrupt the child when they are recalling significant events;
6. Reassure the child that the problem can be dealt with;
6. Tell the child what will happen next and with whom the information will be shared;
6. Do not promise to keep secrets;
6. Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

6.4 The record should include:

6. The child’s account of what has occurred;
8. Any dates, times or places and any other potentially useful information;
9. The nature of the allegation or concern;
10. A description of any visible physical injury (clothing should not be removed to inspect the child).

6.5 The record may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. The record must be drafted in the child’s words and should not include the assumptions or opinions of others.

6.6 The problem should be reported immediately to the LSO or a DSO who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) contact should be made with the Social Services Emergency Duty Team on 0800 833408. Advice can also be sought from the NSPCC 24 hour helpline on 0800 800 5000 or from the Police Child Protection team on 01865 335199. In an emergency, dial 999.

6.7 It is recognised that College Members may need support after receiving a disclosure from a child and appropriate support will be offered by the College.

6.8 All College Members (including those with obligations to particular codes of conduct/professional ethics that may be thought to constrain their actions) are required to report or act on any disclosures or allegations of abuse that involve a College Member and that have taken place at the College or on College business. College Members do not investigate serious allegations of child abuse themselves as serious allegations will be reported to Oxfordshire Social Services and, if necessary, the police.

7. Procedure for dealing with allegations or suspicions about a College Member

7.1 It can be difficult to accept that a colleague may deliberately harm a child. When a concern arises, there are three processes that may need to take place:

- A child protection investigation;
- A criminal investigation;
- Action by the College/University to discipline or remove the Member.

7.2 Any suspicions or allegations should be addressed to the LSO or a DSO, as outlined in 6.1 above, who will inform the Local Area Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board. The advice of the LADO will be followed appropriately.

8. Candidates for admissions interviews

8.1 Candidates for admission to Keble are invited to stay at the College for a period of days, during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18.

8.2 The College has established procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements, including but not limited to:

- All student volunteers are appropriately trained and given specific information about how to respond to reports of neglect or abuse.
- Any members of the College who may be alone with candidates for significant
time (this does not include interviewers or housekeeping staff) are DBS checked.

9. Students under the age of 18

9.1 The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- Anyone under the age of 18, as a matter of law is a child;
- The College has special duties of care towards a child;
- The College is not in loco parentis, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

9.2 The Senior Tutor (as LSO) is responsible for ensuring that the College DSOs, the Domestic Bursar, the Dean, Welfare Officer and relevant tutors are informed of the admission of any students under the age of 18.

9.3 The Senior Tutor is responsible for ensuring that the hall, bar and lodge have the names of any students under the age of 18.

9.4 The Senior Tutor is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place.

10. Confidentiality

10.1 The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College owes a duty of care to its students or visitors that cannot be fulfilled unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that:

(i) The adult will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken.
(ii) The adult will never tell anyone who does not have a clear ‘need to know’.
(iii) The adult will take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

10.2 There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the local authority, the police or the child’s parents or guardians.

11. Conduct around children

11.1 College Members should remember that inappropriate behaviour can occur via the telephone, internet and email, as well as during direct interaction with children.

11.2 Conduct to be avoided:
- Spending excessive amounts of time alone with children, away from others;
- Taking children to your home;
- Being alone in a vehicle with children.

11.3 Conduct never to be sanctioned:

- Engaging in rough, physical or sexually provocative games;
- Giving children inappropriate drugs or other inappropriate substances, including alcohol (please note that that one of the four key objectives of the Licensing Act 2003 is the ‘protection of children from harm’ and that it is also an offence for a child to be supplied with or knowingly to consume alcohol on a licensed premises). Members should be aware that the College holds a Premises Licence;
- Allowing or engaging in any form of inappropriate touching;
- Making sexually suggestive comments to children, even in jest;
- Allowing allegations made by a child to go unreported;
- Doing things of an intimate nature for children that they can do for themselves.

11.4 College Members should:

- Treat everyone with fairness, equality and respect;
- Be sensitive to children’s appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour from children or from other College Members;
- Report all allegations or suspicions of child abuse using the Procedures outlined in this Policy;
- Consider whether contact with an individual child should involve a colleague’s being present;
- Be aware that physical contact with a child may be misinterpreted;
- Retain a professional approach to children, including avoiding physical contact with a child;
- Respect a child’s right to privacy and, in residential accommodation, not enter a child’s bedroom without prior authorisation except in the case of an emergency.

11.5 The Sexual Offences Act 2003 provides that intimate contact between an adult and a child, where that adult was in a ‘position of trust’ to the child is a criminal offence. Those in a ‘position of trust’ include those who have regular unsupervised contact with a child, or where an adult looks after a child at an educational institution at which the adult is not also receiving education.

11.6 It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the Data Protection Act 2008. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained. Whenever an image of a child or vulnerable adult is published, the data subject should, as far as is practicable, be unidentifiable.
12. Risk Assessment

12.1 A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College Members. Once completed, the risk assessment must be approved by a Safeguarding Officer before the activity is undertaken.

12.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

13. People with Specific Responsibility for Child Protection and their Roles

13.1 The designated staff are responsible for:

a) Procedure
   i) Holding and being conversant with current local and national Child Protection procedures.
   ii) Keeping up to date through training. It is a requirement that this takes place at least every two years.
   iii) Reviewing and updating the College’s Safeguarding and Child Protection Policies and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
   iv) Liaison over safeguarding matters with the local Social Services Department.

b) Raising Awareness.

c) Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction.

d) Keeping close contact with all staff and maintaining awareness of Safeguarding and the need to raise any concerns immediately with the LSO.

e) Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them.

f) The Safeguarding procedures must be available to parents and teachers of children working with the College on request.

13.2 Referrals

Receiving reports of alleged or suspected child abuse within the College, or reported by a child relating to incidents at home or outside the College, contacting the Social Services Department and taking any other action in response, as set out below:

- Keeping records
- Liaising with the staff
- Liaising with the LSO

13.3 The Governing Body is responsible for undertaking an annual review of:

- The College’s Safeguarding policy and procedures.
- The efficiency with which the related duties have been discharged.

13.5 The LSO will undertake training in Safer Recruitment and Child Protection.
13.6 Training

In addition to annual update Child Protection briefings to all Members, student helpers are to be trained annually.

14. Contact Information

Lead Safeguarding Officer: Alisdair Rogers, Senior Tutor (01865 272733)

Designated Safeguarding Officers
Boriana Boneva (01865 272759)

University Safeguarding Officers
Catherine Paxton
Julian Duxfield

see http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safecontact/

The University of Oxford’s Code of Practice on the Protection of Children and Vulnerable Adults is available here: http://www.admin.ox.ac.uk/personnel/cops/safeguarding/

Oxfordshire Children’s Social Care
Tel. 01865 323048 (Office Hours)
Tel. 0800 833408 (Out of Hours)

Oxfordshire Safeguarding Children Board
Mr Barry Armstrong
Local Authority Designated Officer (LADO)
barry.armstrong@oxfordshire.gov.uk
Tel. 01865 810603

Police Child Protection Unit
Tel. 01865 335199

NSPCC Helpline
Tel. 0800 800 5000 (24 hours)
G.7. Keble Policy on Issues of Transgender and Gender Identity

Keble is committed to the University's Transgender Policy and recognises the associated Transgender Guidance. This policy has three main aims:

1. to give support and understanding to those individuals who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The College recognises that the period of transition can be very complex and difficult for an individual, and would wish to act in a supportive and sensitive way to ease any transition period.

2. to create an inclusive trans-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in the gender in which they choose to present themselves irrespective of their legal sex.

3. to ensure that no prospective or actual student will be treated less favourably than any other on the grounds of gender identity or reassignment.

Any student wishing to transition, or to discuss their gender identity in confidence, may do so with any member of the College Welfare Team. The first point of contact for a student wanting to transition at College is the Senior Tutor (senior.tutor@keble.ox.ac.uk). Other members of staff, such as the Chaplain, Senior Dean or Welfare and Disabilities Officer can also be approached in the first instance. All conversations regarding this process will be handled sensitively and respectfully, in accord with the College’s code of confidentiality.

We acknowledge that some students may have concerns about transition—perhaps regarding the people at home finding out, or about visas if they are an international student—and we can certainly be flexible in coming to arrangements on such issues if they are raised. Students requiring time away from their studies for medical reasons should feel free to mention this to us so that options for deferral and/or suspension can be discussed.

Further information about university-wide policy and welfare provision for students who want to transition is available from:

- The University’s Transgender and gender identity site
- The Oxford University LGBT (Lesbian, Gay, Bi-Sexual and Trans) Staff Network (including postgraduates)

For advice on gender neutral titles go to http://www.admin.ox.ac.uk/eop/transgender/gender-neutraltitles/
G.8. 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 (08707766000).
G.9. Keble College 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 (e.g., 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.10. 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.11.  IT Acceptable Use Policy for Students

Keble College IT Acceptable Use Policy (Students) Keble College provides IT and network facilities subject to the terms and conditions stated in this policy. This policy in no way limits the applicability or obscures the intentions of any other policy or legislation that already governs IT and network use at Keble College or the University of Oxford. Any activity that involves Keble College IT facilities must be carried out in accordance to this acceptable use policy. These rules must be read and understood before using any IT facilities at the college, and a signed declaration form must be returned to the College Office before use of any IT facilities is authorised.

1. Definition of Terms

The term IT facilities shall be taken to include: free standing computers; networked computers; shared computers and terminals; services or software; networking that connects computers to any other computers or servers; computer peripherals; computer media; hardware components; networked resources; manuals and documentation.

2. External Conditions of Use

Many IT facilities available at Keble College are provided through contractual agreements with third party organisations, most notably including the network connection to the University of Oxford and to the UK academic network (JANET). Users of these IT facilities must also abide by the terms and conditions of those agreements.

Of particular importance is the JANET Acceptable Use Policy, provided by UKERNA (http://www.ja.net/documents). This must be read prior to using any IT facilities at Keble College.

Other requirements specific to IT use currently include:
   a. University Regulations Relating to the use of IT Facilities
   b. Computer Misuse Act (1990)
   c. Data Protection Act (1998)
   d. Oxford University disclaimer of liability
   e. CHEST Code of conduct
   f. Microsoft Campus Agreement
   g. Terms and conditions for other licensed software

3. Authorisation to use IT Facilities

Authorisation to use IT facilities may only be granted by the IT Manager, Bursar or Warden of Keble College.

It is not permitted for authorised users to allow use of IT facilities provided by Keble College by any other person.
4. Acceptable Use

Keble College IT facilities, including the use of the network from personally owned equipment, may under no circumstances be used for conducting business or other commercial activities. The following actions are not considered to be covered by this clause: a. Application for jobs and sending of CVs via email; b. Conducting business transactions as a customer (purchasing items online);

Users of IT facilities provided by Keble College are not permitted to use those facilities for any of the following:

a. Any unlawful activity;

b. The creation, transmission, storage or display of any obscene, offensive, indecent or menacing images, data or other material or any data capable of being resolved into such images or material;

c. The creation or transmission of any material designed or expected to harass another person, or to cause annoyance, inconvenience or needless anxiety;

d. Access to, creation, transmission or display of extremist material which has the real potential to lead to serious terrorist crime on the part of the user or to draw others into terrorism (contrary to the College and University’s statutory duty under Prevent);

e. The sending of any email which does not correctly identify the sender, or which attempts to disguise either the sender or the computer from which it was sent;

f. The creation or transmission of defamatory material about any individual or organisation;

g. The creation or transmission of material that infringes a copyright, trade mark, moral right or other intellectual property right;

h. The transmission of email to a large number of recipients without proper authorisation, unless those recipients have given consent to receive such email;

i. The sending or forwarding of email intended to encourage the propagation of copies of itself;

j. Commercial purposes or conducting business, except to the extent authorised under the user’s agreement with the college;

k. Attempting to gain unauthorised access to any IT facility, system or service within Keble College or outside, or making any attempt to disrupt such a service;

l. Deliberate or reckless undertaking of any activities which may result in any of the following:
   - Introduction or transmission of a virus into the network or any computer systems or servers;
   - Corruption of data or disruption of the work of others;
• The waste of network or system resources on systems provided by or accessible through Keble’s IT facilities;
• The waste of staff effort investigating and dealing with any deliberate infraction.

5. Monitoring and Control

Keble College IT facilities are managed and maintained by appointed system administrators who are the IT Manager and IT Officer.

The system administrators reserve the right to monitor the usage of IT facilities, including network traffic, either to investigate an alleged breach of this policy or to identify problems with the IT facilities and infrastructure.

Any records taken or data captured will be retained only for a length of time appropriate to the investigation or fault and will be held securely.

Any data captured will be restricted as far as possible to only examine the particular protocols and sessions needed to minimise the risk of capturing any personal data not relevant to the investigation or fault.

6. Connection of Personal Equipment to the Network

Use of personal equipment connected to the Keble network shall be in accordance with the terms and conditions set out in this policy.

The owner, administrator and users of any equipment connected to the Keble network shall be jointly responsible for taking all reasonable precautions to ensure that the equipment does not disrupt the network or other systems connected to it, or breach this policy. In particular, it is a requirement that:

a. All available security updates shall be installed in a timely fashion;
b. Where applicable, a suitable anti-virus product shall at all times be installed, operational and constantly kept up-to-date so as to provide an effective prevention against viruses and malware. c. Network accessible services should be disabled or appropriately restricted if they are not critical to the functioning of the equipment on the network or for the purposes it is intended. d. In the event that personal equipment connected to the Keble network is detected to be in breach of regulations or an official report of misuse is received, it is a requirement that Keble IT staff be permitted to inspect the equipment to ensure that the reasons for the breach are dealt with correctly and to allow Keble IT staff to certify to any external organisation that action has been taken.

Equipment connected to the network must only use network identifiers allocated by Keble College. These identifiers and the unique identifier belonging to the equipment must not be modified to impersonate another device.

Equipment connected to the college network must not be used to provide access to IT facilities belonging to either Keble College or to the University of Oxford to persons not otherwise authorised to use those facilities.
7. Reporting of Problems

Problems and general enquiries may be directed to the IT Department either by email to it-support@keble.ox.ac.uk or by telephone to 01865 (2)72788.

If reporting a problem outside office hours then messages may be left at the Porters’ Lodge.

Any problems or faults with IT facilities should be reported in a timely manner so that the IT department can make arrangements.
G.12. 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.13. **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 they wish to leave and the subject they wish 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.
Keble College: Guidelines on Undergraduate Suspension of Status

This document should be read in association with the regulations contained in the online College Handbook (http://www.keble.ox.ac.uk/students/college-handbook), specifically part B on academic matters.

A. Scope

The guidance contained in this document are intended to apply in the first instance to undergraduate members of Keble College, although they may also inform cases involving graduate members. In the case of the latter, there are also University arrangements made through Faculties and Departments.

This guidance does not apply to cases where junior members have been sent out of residence ('rusticated') as a consequence of decisions made by Governing Body following recommendations by an Academic Disciplinary Committee or (decanal) Disciplinary Committee. They do not apply to instances when the Dean has taken action as a consequence of a junior member’s serious health problems under fitness to study procedures.

This guidance does not cover shorter periods of temporary absence, e.g. 1 - 2 weeks (see college regulation B.2.3). According to University regulations the minimum residence requirements for most degrees are six weeks per term (see Essential Information for Students section 7).

B. Definitions

Suspension of status
Suspension of status is sometimes colloquially referred to as ‘suspension’, ‘rustication’, or ‘intermission’, and it is recommended, for clarity, that ‘suspension of status’ is the term to be used, as it is by the University. During this period an undergraduate will not be considered on-course, and will not hold enrolled status, i.e. they will cease tuition, course work and examinations.

In the absence of College permission, an undergraduate ceasing their studies or going out of residence will be deemed to have withdrawn.

Withdrawal
An undergraduate may withdraw from their studies at any time and by such withdrawal leaves the University, their College, and their course. Students who have withdrawn are not enrolled at the University and cannot expect to return to their studies at a subsequent point.

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14 This guidance was first issued in 2015 and then revised in accord with the Guidance drawn up by a working group of the Senior Tutors’ Committee which was then received and noted at the meeting of STC 14.11.16

15 Terms as used by the University are set out at:
https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1
Suspension if status is not an entitlement or a right. It is not a choice made by an individual junior member, i.e. there is no such thing as ‘self-rustication’. A junior member must make a reasoned case, supported by evidence, and seek the permission of Governing Body before being allowed to suspend. Without such permission, a junior member is deemed to have withdrawn, i.e. permanently left the University.

C. General Principles

The College’s priority is to enable junior members to complete their academic course of study in the conventional timeframe, i.e. three or four years for undergraduate degrees. They should be able to do so while enjoying the full benefits of being at University, including membership of a collegiate community, and without undue stress and suffering. They should be in a position to fulfil their academic potential and therefore should be in ‘good academic standing’ as defined in the College Handbook. They should also be fit to study, by which the University means being able to meet the reasonable academic requirements of the course or programme, and the reasonable social and behavioural requirements of a student member.\(^{16}\)

Sustained interruptions to a course of study are not desirable and should, except in rare circumstances, be avoided. They compromise the integrity and coherence of academic courses, which are generally designed to progress through stages in a given timeframe. University examinations are set according to these expectations. Even when personal, medical or other crises arise it is generally preferable to remain on course and in residence. College provides the kind of structured environment and support services often required to address such crises. Where justified, adjustments can be made to teaching arrangements and, with the permission of the University authorities, to examination arrangements.

A junior member contemplating seeking suspension of status can consult their tutor(s), the Student Administration Manager and/or the Senior Tutor, at any time and in accord with the College’s Code of Confidentiality (in the College Handbook). If, for any reason, they do not feel comfortable with seeking advice within College then the OUSU Student Advice Service is available (see section on Advice and Support below).

D. Principles of undergraduate suspension of status

1. A suspension of status may arise in one of two ways. Firstly, when an undergraduate wishes to suspend status on medical or other personal/welfare grounds:

\(^{16}\) The University has established a common framework across departments, faculties and colleges for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Extract from Statute XIII http://www.admin.ox.ac.uk/statutes/787-121.shtml:

“‘fitness to study’ shall mean:
(a) a student’s fitness:
(i) to commence a distinct course of academic study; or
(ii) to continue with his/her current course of academic study; or
(iii) to return to his/her current or another course of academic study; and
(b) his/her ability to meet:
(i) the reasonable academic requirements of the course or programme; and
(ii) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his/her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law)”.

Keble College Handbook and Regulations for Junior Members 2017-18
Part G – College and University Policies and Codes of Practice 58
Medical, e.g. when serious health problems prevent a student from continuing a course of study and when such problems are amenable to treatment within a reasonable period; Maternity/Paternity/Adoption, i.e. for the purposes of caring for a new-born or adopted child; Personal, e.g. as a result of bereavement or caring responsibilities; Financial, e.g. when unforeseen circumstances temporarily prevent a student from either paying fees or affording living costs; Employment, e.g. when a truly exceptional job opportunity arises.

Secondly, on rare occasions, a college may decide it is necessary to suspend an undergraduate’s status (i) if there are severe concerns about an undergraduate’s fitness to study or (ii) for disciplinary reasons (academic or non-academic).

2. Undergraduates do not have an automatic right to suspend status, though the College will consider sympathetically requests on medical, or other personal/welfare grounds, and will make reasonable adjustments in cases covered by the Equality Act 2010. Suspension of status on medical grounds requires medical certification, typically from the GP (doctor) with whom a student is registered in Oxford, in support of the request.

The College will not grant suspension of status solely on the grounds that an undergraduate is, or feels, ill-prepared for examinations, or that they have underperformed on course. Nor will Governing Body agree if there is strong evidence that the request is being sought as a way of avoiding or postponing a disciplinary process, including academic discipline.

3. Cases of suspension will be considered on an individual basis, taking into account all relevant information (including medical) and are always treated holistically, with the particular undergraduate in mind. A request to suspend status is usually preceded by a period of discussion and on-course support. The College will do all it reasonably can to assist an undergraduate to remain on course, rather than to suspend their status. In some cases suspension of status will be the best course of action, in others it may not.\footnote{University procedures allow for the possibility of re-structuring courses as a ‘reasonable adjustment’ where this is the best response to an ongoing disability condition. Applications for such re-structuring, or for other major adjustments to assessment on the grounds of disability should be made to Education Committee.}

4. Any decision made by the College regarding suspension of status, and the conditions attached to that suspension and return, will be confirmed in writing by the college within a reasonable time (within 28 working days from the date of informal agreement, subject to receipt of necessary medical evidence). If an undergraduate is dissatisfied with the College’s decision, they should follow relevant appeal or complaints procedures as set out in College regulations, found in the appendix of the College Handbook [http://www.keble.ox.ac.uk/students/college-handbook] or provided on request to the Senior Tutor.

Discussion between the College and an undergraduate regarding suspension of status will also include discussion of domestic and other arrangements, such as any charges made for college rooms vacated, means of communication during the period of suspension (e.g. confirming which email address will be checked), and the possibility of college accommodation on return to studies (see below under practical matters).

5. An undergraduate whose status is suspended on medical grounds will normally be expected to follow medical advice and appropriate treatment as agreed with a doctor (typically the GP with whom a student is registered in Oxford) in order to address their health problems. After suspension on medical grounds, and before an undergraduate is permitted to resume study,
the College must receive a medical assessment from the doctor, stating whether or not the undergraduate is medically fit to resume study. The doctor’s assessment will, as appropriate, take into account reports provided by other clinicians involved in the care of the undergraduate during the period of suspension. The College will be responsible for determining, in the light of the doctor’s assessment, whether the undergraduate is fit to study and whether any other conditions of return have also been met.

Undergraduates are encouraged to provide full disclosure to the doctor, who will then only communicate to the college what has been agreed with the undergraduate, and what is relevant for return.

Confirmation of an undergraduate’s medical fitness to return does not need to entail a full recovery: an undergraduate might continue to be in receipt of health-care or welfare support on returning to studies, as agreed with the doctor, but be managing their medical condition sufficiently well for the doctor to be able to recommend to the College that they can return to full-time study.

6. All undergraduates who are on course, including those who have returned from suspension of status, are expected to be in ‘good academic standing’, as defined by College regulation B 7.2.2.

The College will wish to assure itself that returning undergraduates are ready to re-integrate into their course at an appropriate level, and are fit to return to study. In relation to students with disabilities, the College will follow the collegiate University’s common framework, noting the requirement to make reasonable adjustments insofar as they do not compromise academic competence standards. Returning without being able to fulfil the academic requirements of the course and to maintain good academic standing within the College may be seriously detrimental to an undergraduate’s health, and can limit an undergraduate’s opportunities to complete their studies successfully.

If an undergraduate was on a disciplinary or academic monitoring process at the point of suspension they would normally return at the same point in that disciplinary or monitoring process, unless it was decided prior to, or at the point of, suspension that their medical condition provided sufficient mitigation for them to be removed from that process, or for that process to be adjusted.

7. Any term of study that has been completed by the time of suspension is not normally allowed to be repeated. Circumstances that have affected study in a given term should normally already have been raised with tutors and/or relevant college officers as and when they arise, and addressed during the term. There might be exceptions, such as when a condition is raised early on in term and, in consultation with tutors and the appropriate college officer, an undergraduate attempts to continue study without suspension, but this attempt is ultimately unsuccessful, or where a serious situation has not been recognized at an earlier stage. In such cases any period of ‘repeat study’ cannot be assumed, but might be considered. An application for suspended

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18http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/disability/A_common_framework_for_supporting_disabled_students.pdf
19 University regulations and processes allow for flexibility where there is good cause. However, assessment structures start from the basis that all undergraduates will have the same number of
status should specify the desired date of resumption.

The University’s rules state that the term’s fees must normally be paid if an undergraduate is on course beyond Monday of 4th week of that term. In practice, this normally means that a suspension should have been discussed and agreed by Friday of 3rd week of the term of suspension if fees are not to be incurred and the term is to be re-taken. In the context of fees, it may be appropriate to emphasize to students that suspension of status is not a mode of part-time study: undergraduates who are taking part-time courses pay fees at specific rates for those courses, while undergraduates taking full-time courses whose status is suspended and are not on course do not pay fees for the terms of suspension (subject to the above point about the timing of suspension).

8. A single period of suspension of status will not normally exceed one year. In some cases the College will consider an extension, or further period of suspension, following a fresh consideration of the case. Agreement from the Director of Studies will be expected in such cases. Periods of suspension in aggregate extending beyond one year will require consultation with further parties (e.g. the University Education Committee and the relevant Department or Faculty), not least as a returning student would be ‘Overstanding for Honours’ without dispensation. According to University rules, the time taken to finish an undergraduate degree cannot exceed 15 terms from matriculation. If, for reasons such as illness and intercalation, the student wishes to take longer than this, they must apply to be ‘Overstanding for Honours’. It would be unusual for any undergraduate to be suspended from studies for a total of more than two years across their course.

9. In all cases of suspension consideration will need to be given to the assessment of any University work already submitted, changes in exam regulations, and whether that undergraduate will be ‘Overstanding for Honours’. This should be discussed with the undergraduate prior to suspension.

It is normal to regard any work submitted before an agreement to suspend status, e.g. a portfolio or a dissertation, as having been completed. The College Office will arrange with the relevant Department that any such work will be carried over. This means that suspension is not a way to secure a second opportunity to complete examination work.

A student can normally expect to sit examinations set according to the regulations that applied when they started the course (sometimes referred to as ‘old regulations’). The College will need to seek permission from the University for this to happen. This should be discussed with the Director of Studies/College Advisor and communicated to the College Office.

10. The decisions of Governing Body are subject to the College’s policy and procedure on complaints, which make provision for appeal. These can be found in an appendix of the online College Handbook (http://www.keble.ox.ac.uk/students/college-handbook).

**E. How to Apply to Suspend Status**

Before any application to suspend status, an undergraduate should have read this guidance and considered the pros and cons of suspending. The Senior Tutor will normally wish to discuss with them whether they understand all the consequences of suspension if that is what is agreed. It is terms, and time, to study and prepare for examinations and colleges need to ensure that suspension does not lead to unfair advantage in relation to other undergraduates.

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important that a decision to seek suspension is made only after the most complete assessment of the consequences and alternatives.

A student may apply through their Director of Studies and the Senior Tutor to the Governing Body for suspension of status. The application should be in writing (an email will suffice) and state clearly:

- the reasons for the request, including an explanation of why the alternative of remaining in residence and on course is not feasible or desirable;
- the time period, including the date from which intermission is sought and the intended date of return (almost always the start of a specified term);
- the rationale for repeating any terms of course already undertaken, e.g. Hilary Term of the first year;
- whether there is any course work already submitted that should be carried forward.

Requests made on medical grounds require supporting evidence from a medical professional, preferably the College Doctor. Evidence may also be required, where appropriate, in support of requests made on other grounds.

Students may ask to return at the start of a given term or, where appropriate, at a date during term time in order to take specified examinations, for example when these have been interrupted by sudden illness.

In all cases, the Senior Tutor will confirm receipt of the request in writing and indicate when Governing Body is likely to be able to make a decision. Governing Body meets three times a term and there may be a delay before a formal decision is made. It will be possible for the Senior Tutor, with the agreement of the Director of Studies, to give permission for a student to go out of residence in anticipation of Governing Body’s decision. Account will be taken of the University’s regulations on residence requirements.

Decisions on whether to allow suspension are formally made by Governing Body and not by the subject tutors or the Senior Tutor, although it is generally preferable that they should support the application.

The Senior Tutor and/or Student Administration Manager will communicate Governing Body’s decision to the student in writing within 28 working days of the receipt of request. The letter will also state the conditions for return (see ‘Returning to College’ below). The College Office will inform the University of the student’s change of status.

A student who suspends their studies will be expected to quit college accommodation as soon as practically possible after the request has been made. When justified and appropriate, a rent rebate can be arranged through the Accommodation Manager and Bursary.

F. Access to Facilities

An undergraduate whose status is suspended will no longer be on course. Although a student does not pay fees while suspended, the University allows continued access to its resources. The College does not. The College is a relatively small community and individual subject and year groups are even smaller. It is not in the interests of those remaining on course, for example while taking examinations, for intermitted students to be visibly present and not working in College.

During intermission a junior member is entitled to keep their University card. This provides access to University libraries (including online sources), borrowing rights from faculty and sub-
faculty libraries (unless a block has been put on the University card e.g. for non-payment of library fines) and an active University email address. Other services and facilities available include the Counselling Service, Disability Advisory Service and the Careers Service. If a University card expires during a period of suspension a request can be made for it to be renewed in the normal way. (It should be noted that students who are suspended due to non-payment of fees will have all services withdrawn.)

According to the University’s rules a suspended student is not entitled to attend lectures at the University unless they are open to the public. They may participate in University sports teams up to the point where the external governing body regulations in particular sports no longer allow it.

During a period of suspension, undergraduates may not normally be included on routine mailing lists, and may need to remain in proactive contact with tutors and administrators regarding matters such as option choices on return. The college email address will be used by the College Office to contact students out of residence. It is the student’s responsibility to check this address on a regular basis in case they need to be contacted with reference to examinations or other arrangements.

The College Office will provide a letter of introduction on request if undergraduates wish to use a local University library.

Unless otherwise agreed and under exceptional circumstances, an undergraduate whose status is suspended will not be allowed onto College grounds except with prior and written permission of the Senior Tutor, who will consult the Dean. Permission will normally be given for such events as the College Ball or public lectures as well as occasional visits in order to sustain college-based social networks in anticipation of return.

Colleges, including Keble, are small academic communities concentrated on academic work, and many of their members are residents. The presence in college of undergraduates who are not on course is a distraction to those who are, and may also have health and safety reasons for requiring written permission for access. Undergraduates whose status is suspended are sometimes concerned that their access to facilities is restricted, and many undergraduates find the company of their on-course friends a support. However, the College must balance the needs of all their undergraduates. Because of their pre-existing membership of the College community, the relationship to the College of a student whose status is suspended is not akin to that of a member of the public, and their presence on College premises has a different impact. In some cases blurred boundaries of support can lead to a very difficult environment for on-course undergraduates, significantly affecting both their work and, potentially, their own welfare.

An undergraduate whose status is suspended should not seek tuition from College or University tutors, although tutors may be contacted for advice on studies including any recommended work requirement. Tutors will not be expected to mark work.

Grants and awards: although the Keble Association has no formal rules on this matter, a student should not expect to apply for or receive its grants and awards.

G. Advice and Support

Welfare support

It is important to recognise that Colleges and the University are places of academic study and cannot play a significant role in the welfare support or treatment of an undergraduate while their status is suspended.
An undergraduate whose status is suspended from their studies will inevitably face a certain amount of disruption to their support networks. As part of preparing to suspend, undergraduates should consider how to ensure that they will have sufficient support during the suspension of their status. Undergraduates who are staying in the city of Oxford need to be made aware that this can be a challenging option, and asked to consider carefully how they will spend their time as an Oxford resident who is not currently on course.

Undergraduates whose status is suspended will normally have access to certain University welfare services as set out by the University\(^{20}\), however, this support is generally not a substitute for specialist support for the relevant medical condition. The University’s Counselling Service may also provide students whose status is suspended with help on the same basis as students on-course; that is, on a short-term basis. The Counselling Service will not be able to substitute for NHS (or overseas) support at home, but can assist in helping students to think about the services they will need, and can offer appointments on Skype to students who have already left residence. Students may also find it helpful to access the Service before returning to study to help re-engage with academic work and college life.

OUSU’s Student Advice Service can provide both advice and support to undergraduates considering and returning from suspension. The University’s Careers Service is also available to students whose status is suspended.

**The Disability Advisory Service**

For some undergraduates, medical factors that led to suspension of status may suggest a condition that can be supported by the University’s Disability Advisory Service. If an undergraduate suspects that support from the service might be helpful, they should be strongly encouraged to make contact prior to their return so that appropriate assessment can be scheduled and support put in place. The process of agreeing and funding support can take a surprisingly long time, and an undergraduate may put themselves at a disadvantage if appropriate support cannot be put in place by the time of their return.

**Financial arrangements**

While their status is suspended, an undergraduate will not be required to pay fees, nor will they normally be eligible for University or College student financial support. If suspension of status is agreed, the college will inform University administration, which will in turn inform any UK student funding body.

Undergraduates with suspended status are recommended to make contact with Student Finance England (SFE), or other funding body, within a month of receiving the College’s formal confirmation of suspension. This should allow time for notification to have been processed. The College is only allowed to discuss an undergraduate’s case directly with SFE or other agency where a student has set up permission for this to take place, but can be asked to provide any official letters required if an undergraduate is negotiating provision. At the time of writing (2016), in some circumstances of medical suspension an undergraduate is able to receive an additional 60 days’ worth of funding from SFE and, if an undergraduate has interrupted for Compelling Personal Reasons (CPR) and can demonstrate financial hardship, they may be eligible for a limited amount of maintenance funding during suspension. Requests are considered by SFE on a case-by-case basis, and in some circumstances the University’s fees and funding team may

\(^{20}\) [https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1](https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1)
be able to advise. Each of the other UK funding agencies has different arrangements in place to support these circumstances, which students will need to check directly.

Undergraduates returning from suspension will need to re-contact SFE, or other funding body, prior to their return to confirm their funding arrangements directly. Where an undergraduate is returning from suspension in a subsequent academic year, they are advised to reapply for their Student Finance as early as possible after the new application cycle opens (usually from January onwards) to allow sufficient time for their application to be assessed and their entitlement to be finalized, even if not returning until Hilary or Trinity term of the next academic year. Following a re-assessment, undergraduates will receive an updated Student Finance letter from their funding agency which confirms their revised entitlement.

Undergraduates are advised to contact their Local Council as soon as possible after suspension of status to inform them of their situation and clarify whether or not they will be liable for Council Tax. As of 31 August 2017 Oxford City Council has revised its policy as follows:

Following a review of local policy, Oxford City Council will no longer offer an exemption from Council Tax for students who have suspended their studies. Students who are currently suspended, and who already have an approved council tax exemption in place, will not be affected – unless they move house and make a new council tax claim.

If a student who has suspended their studies finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts can be found on the local government website. Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered.

Student Registry provide details to the Council of enrolled students and their term time address in Oxford to facilitate the Council’s processing of student exemptions. A student who becomes ineligible for a student council tax exemption, as they are no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

Undergraduates who are withdrawing from exams only do not normally repeat the term on return from suspension, but return to sit exams only. These undergraduates will not be liable for tuition fees for that period, nor will they be entitled to access to tutorials, revision classes etc. SFE will not provide maintenance funding for a return to sit exams only.

Note that for the purposes of calculating fee liability (University and college fees) an undergraduate’s term is considered complete from Monday 4th week. If they go out of residence

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21 [http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension](http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension)
before that date then they are not liable for fees for that term. Graduates are liable from the first day of Full Term.

**Overseas students**

Students who have been studying at Oxford on a student visa may be unable to remain in the UK and need to return to their country of residence promptly if their status is suspended. The University has a duty to inform the UK Border Agency when a student’s status is suspended, and students are advised to check on the University’s webpages for overseas students for further information on their rights and responsibilities: http://www.ox.ac.uk/students/visa/during/changes. Students can also access individual advice via tier4compliance@admin.co.uk.

H. Returning to College

It is important that a junior member returns to resume studies only when they are fit to do so. The College will want to be satisfied that the cause(s) of suspension no longer apply (or have been sufficiently mitigated) and that the student is well-prepared for the challenges of academic study. To help preparations for resumption of studies academic work may be set prior to return. There will be no conditions attached to this work, although the normal expectations of being in good academic standing will apply from the date of return.

The regulations in the College Handbook state:

i) As a condition of return into residence, an undergraduate who withdraws temporarily for medical reasons must send to the Senior Tutor by a specified date (usually the Monday of 8th Week of the Term preceding return) a medical certificate confirming that he or she is well enough to resume his or her course and/or to return to sit University examinations. The Senior Tutor must copy this certificate to the student’s Director of Studies, the College Nurse and the College doctor, who may then contact the student. On his or her return, the undergraduate must also make an appointment with the College Nurse.

ii) As a condition of his or her return into residence, an undergraduate who withdraws temporarily for personal reasons must write to the Senior Tutor by a specified date to confirm that the personal reasons for withdrawal no longer apply. The Senior Tutor must copy this letter to the student’s Director of Studies.

iii) Undergraduates who withdraw for medical or personal reasons are required to submit by the beginning of 0th week of the term of their return, evidence of satisfactory work (such as notes or problem sheets) completed in the period after they were declared well enough to resume studies (normally the end of the preceding term). The work requirement will be approved by Governing Body, on the recommendation of the student’s Director of Studies, at the time of approving the student’s suspension from study. Returning students are required to sit the same College Examination(s) in 0th week of the term in which they return as other students who are at similar stage of the same programme of study. If a returning undergraduate fails to reach a satisfactory standard in this Examination(s) or re-sit(s), the Director of Studies must issue the student with an informal warning in accordance with College Regulation B.7.2.4(i).

Undergraduate scholars will normally resume their status and entitlements upon return, subject to the agreement of Governing Body.
**Accommodation**

Any Junior Member who withdraws temporarily during a year in which s/he is occupying College accommodation will not normally be offered a room when returning to resume that year’s studies, though the College Accommodation Manager might be able to offer a room if one is available and if the individual’s circumstances justify it. The same rule applies to a student who repeats a period of study. The Accommodation Manager should be contacted early in the vacation immediately before the agreed term of return.

Failure to provide the documentation referred to above may jeopardise return and may delay any arrangements for college accommodation.

Any outstanding stages in academic or other disciplinary process will be resumed upon return. Some account will be taken of the likely effect of a period out of residence on a student’s academic performance, and adjustments to conditions, e.g. examination marks, may be considered.

If, for whatever reason, a student is not fit to return on the anticipated date, they should apply to Governing Body for a further period of intermission. If the reasons are medical, supporting evidence from a medical professional will be required. Evidence may also be required in other cases where appropriate. Under such circumstances it is obviously wise to check for any changes in curricula and examinations. It is preferable to extend a period of intermission than to return prematurely and then seek another intermission.

APR 3.8.17