

Welfare and Personal Support Guide 2021-22

This is a guide to the support and advice available on welfare and medical matters within College, and the University. It contains contact details and links to services within Oxford. There's also some advice on getting yourself ready for exams.

Please note that this guide does not cover any arrangements specifically for the Covid-19 crisis. These will be found in separate communications from the College and the University.

Contents

Page

2	<u>The Welfare team</u>
6	<u>Advice and Support Outside College</u>
7	<u>Medical Matters</u>
9	<u>Getting ready for exams</u>

The Welfare team

Whatever might be troubling you, there is someone in College you can talk to and who can give you advice and support. In addition to the College Welfare Team, there are people within the University with the right kind of professional expertise to support you. In Keble, and in the University, welfare advisors follow a **Code of Confidentiality** (found in Part G of the [College Handbook](#)) which means that whatever you say can only be shared with your consent except in specific circumstances.

Who should I talk to?

The Welfare team includes College officers – some of whom have specific areas of responsibility - but also students from the JCR and MCR. You're encouraged to approach whoever you think might be the best source of advice or support. If they feel they're not the right person, then they will direct you to someone who is – either in College or the central University.



Welfare Fellow/Chaplain: Rev Nevsky Everett

Nevsky is there to give confidential advice and support to all students, regardless of whether they profess a faith. He also coordinates welfare provision in College and chairs Welfare Committee.

chaplain@keble.ox.ac.uk



Welfare & Disability Officer: Trish Long

Trish is the main source of advice on disability matters, but also financial support – for example how to apply to the University Hardship Fund or the College's Student Support Fund.

welfare@keble.ox.ac.uk



Dean: Dr Simon Butt

Simon is responsible for overseeing general conduct in College and he manages the junior deans. He is a Tutorial Fellow in Medicine and Biomedical Sciences

senior.dean@keble.ox.ac.uk



Sub-Dean: Dr Simon Hackett

Simon lives in the H B Allen Centre but he has welfare responsibilities for all graduates.

simon.hackett@keble.ox.ac.uk



College Nurse: Rachel Slater

The College Nurse normally holds a drop-in clinic at Somerville College, Darbshire 16, during term time from 10:30-12:30 and 13:00 to 15:00 every week day but during the pandemic is doing online consultations only. Contact her at:

College counsellor: Kirsty Hunter

Kirsty works for the OU [Counselling Service and she](#) holds individual sessions for Keble students each Tuesday during weeks 1-9. Her room is on the first floor of Pusey quad staircase 2.

To book a session contact counsellor@keble.ox.ac.uk

College Doctors: The Observatory Medical Practice

Jericho Health Centre

New Radcliffe House, Walton Street

01865 429993 or 111 if the surgery is closed

jericho.two@nhs.net



Junior Dean: Bogdan-Gabriel Draghici

Junior Deans are graduate students and they live in college. They can be contacted for advice and support at any time. The Junior Dean on Duty acts as a first port of call in an emergency out of hours - contact via the Porters' Lodge.

junior.deans@keble.ox.ac.uk



Junior Dean: Daria Jensen

Junior Deans are graduate students and they live in college. They can be contacted for advice and support at any time. The Junior Dean on Duty acts as a first port of call in an emergency out of hours - contact via the Porters' Lodge.

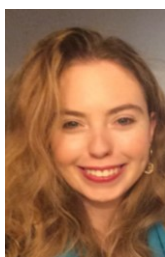
junior.deans@keble.ox.ac.uk



Junior Dean: George Webster

Junior Deans are graduate students and they live in college. They can be contacted for advice and support at any time. The Junior Dean on Duty acts as a first port of call in an emergency out of hours - contact via the Porters' Lodge.

junior.deans@keble.ox.ac.uk



Junior Dean: Juliana Pars

Junior Deans are graduate students and they live in college. They can be contacted for advice and support at any time. The Junior Dean on Duty acts as a first port of call in an emergency out of hours - contact via the Porters' Lodge.

junior.deans@keble.ox.ac.uk



Senior Tutor: Dr Ali Rogers

Ali can advise you on academic issues and also general well-being, including how you go about asking to suspend your status. His office is next to the College Office, Pusey quad staircase 2.

ali.rogers@keble.ox.ac.uk



MCR Welfare: Emanuele Prezioso

The welfare officers organize welfare events including the weekly welfare brunch every Saturday and tea and cakes on Sunday. They can be contacted about all welfare matters and are available for a chat with people, whenever required
Welfare.keble.mcr@gmail.com



JCR Welfare Officer: Darcey McDonald

You can contact the JCR welfare officers at any time or catch them at one of the Welfare Teas and the Peer Support Sessions. They can also provide free condoms, dental dams, lube, and pregnancy tests on request.

See also [JCR Welfare pages](#)

JCR Welfare Officer: Siobhan Willers

You can contact the JCR welfare officers at any time or catch them at one of the Welfare Teas and the Peer Support Sessions. They can also provide free condoms, dental dams, lube, and pregnancy tests on request.

See also [JCR Welfare pages](#)



Harassment advisor: Professor Diane Purkiss

If you think that you are being harassed or bullied you can contact one of the two harassment advisors, who are trained to address these issues. Diane is a Tutorial Fellow in English.

dianepurkiss@btinternet.com

See also harassment and bullying in Part G of the [College Handbook](#)



Harassment advisor: Dr Alfonso Bueno Orovio

If you think that you are being harassed or bullied you can contact one of the two harassment advisors, who are trained to address these issues. Alfonso is a Tutorial Fellow in Computer Science.

alfonso.bueno@cs.ox.ac.uk

See also harassment and bullying in Part G of the [College Handbook](#)

Peer supporters

Peer supporters are MCR and JCR students who have been trained in effective listening, sensitive communication, and the welfare resources available in Oxford. They are available for a chat to talk about anything – no problem is too big or too small. Their names will be circulated at the start of the year.

Alternative personal tutors (undergraduates)

You can always talk to your tutors if you're having problems. But sometimes you'd rather not, and that's fine. Every undergraduate has an Alternative Personal Tutor who isn't involved with teaching

them. They are someone you should feel comfortable approaching when you have problems, particularly within some of the “grey areas” of overlap between academic and personal issues. They won’t contact you on a regular basis, but they’re there as a back-up when you need them.

You will be told who your APT is at the start of the year. But if you forget, please contact Penny Bateman, the Student Administration Manager (college.office@keble.ox.ac.uk or ext.72711).

Contact details and further information about all College Fellows are available on the College website [here](#).

Graduate advisors

Every graduate has a college graduate advisor, your point of contact within college for any academic issues and/or welfare concerns you may have whilst in Oxford. They are not meant to duplicate the role of supervisor or course advisor, but they can be a good source of advice if you’re having problems with your course or Department. They have access to your GSR reports, but they’ll generally wait for you to contact them if you think they can help. The graduate advisor will normally be a member of your Faculty or Department, so they’ll have some insight into the kinds of issues that can arise. Even if they can’t help you, they may know who can.

Your college adviser should contact you at least once a term to offer you the opportunity to meet about any issue you might have. Mostly things are fine and there is no good reason to meet up. But you’re free to contact them at any time. If your College Adviser does not respond to your emails – or you’ve forgotten who it is - please contact the Senior Tutor on tutor.graduates@Keble.ox.ac.uk.

College advisers are also encouraged to invite their advisees to dine on High Table at least once a year, generally in small groups rather than one at a time.

Financial issues

Information who to contact if you have financial worries can be found in our [Financial Guide](#).

Estranged Students

The College and the University are able to offer support to undergraduates who, for whatever reason, do not have a home to which they are able to go during vacations. If you think that you are in this situation, please contact Trish Long, the Welfare Officer.

Prevent

Under the [Prevent legislation](#), the College is required “to have due regard to the need to prevent people from being drawn into terrorism”. We believe that the risk in College is very small and that it has to be weighed against the potentially greater risks both to freedom of speech and to discrimination and harassment from misguided exercise of the duty.

In the unlikely event that you do have worries that someone is being drawn by others into violent or non-violent extremism, you should contact the Prevent Lead, who is the Senior Tutor. Equally, you

should contact him if you're worried that you or someone else is facing discrimination as a consequence of Prevent duty.

Our policies on Freedom of Speech, Harassment and Equality and Diversity can all be found in Part G of the [College Handbook](#).

See [Oxford's approach to Prevent duty](#)

Advice and Support Outside College

For [Medical Emergencies](#)

Emergency contacts are listed [here](#).

The [Health and Welfare](#) page of the University website is the starting point for finding information on all welfare matters.

The [Counselling Service](#) offers free and confidential support – but it is not an emergency service.

The [Disability Advisory Service](#) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties.

[Sexual Harassment and Violence Support Service](#) “is an all-in-one provision for any students regardless of age or gender who have been affected by sexual harassment or violence. We provide free support and advise, along with a safe place to be heard independent of your college or department.”

The Oxford Student Union [Student Advice Service](#) offers independent advice on money, well-being, academic matters and accommodation

The [Student Resolution Service](#) is a free mediation service is for students finding themselves in conflict with another student.

[Nightline](#) is the independent listening, support and information service run for and by students. Call 01865 270270.

[The Samaritans](#) is a charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. 116 123 free from any phone

Medical Matters

You can see the College doctor and College Nurse if you need medical advice or treatment (see above for contact details).

Students living in College and confined to their rooms by illness must arrange for the appropriate Lodge to be informed, and the College Nurse will then visit.

Students living in private accommodation should arrange for the Parks Road Lodge to be informed:

- if they are confined to their rooms by illness;
- if a doctor has been called;
- if they have been admitted to hospital.

The College Nurse

The College Nurse (KebleNurse@oxfordhealth.nhs.uk) holds a drop-in clinic at Somerville College, Darbshire 16, during term time from 10.:30-12:30 and 13:00 to 15:00 every week day. During the pandemic she is doing online consultations only.

Registering with a Doctor

All students are required to register with an Oxford doctor when they arrive. So please bring your medical card with you. The mechanics of signing on are explained at a meeting during induction week for those that arrive in Michaelmas term. For any others, please contact the College Nurse directly. Free treatment is available for residents of the EU and countries with which the UK has reciprocal arrangements. Students from overseas are strongly urged to check the availability of free health treatment on arrival. In any event you are required to inform the College Nurse of the name of your doctor.

You are free to register with any doctor, but we recommend that you register with the Oxford medical practice that has agreed to act as 'College Doctor'. It is:

The Observatory Medical practice

[Jericho Health Centre](#)

New Radcliffe House

Walton Street

01865 429993. Email jericho.two@nhs.net

This is a group practice with several doctors and may choose whom you prefer to see and you should contact the Health Centre to make an appointment. Book at

<https://www.ox.ac.uk/students/welfare/health>

Dentist

In the case of a dental emergency advice should first be sought from the College Nurse. Where appropriate she will arrange an appointment with a dentist. Treatment of emergencies will usually be under the NHS arrangements. However, unless patients are exempt from charges on the grounds

of age (under 19 and in full-time education), or in receipt of income related benefit (HC2 Certificate, Working Tax Credit), the appropriate NHS fee will be payable at the appointment.

Treatment will be for the relief of pain and stabilisation of the condition. Any further treatment should be arranged with your regular dentist. If you do not have a regular dentist and wish to find one in Oxford, you will be given the telephone number to access details of local practices accepting NHS patients.

Getting ready for exams

Examinations are an unavoidable part of student life, but there are lots of things you can do to make them manageable. Remember that exams are NOT a way of justifying your existence to yourself, your family, or the world in general. Nor are they the most important thing you will do in life. Rather exams provide an opportunity for you to show what you know to the best advantage and for employers to see that you've done some work and can demonstrate what you know. Treat exams as a job to be done; do not ignore them or allow yourself to become overwhelmed by them. The key to minimising exam stress is good preparation.

There are lots of resources available to help you with the process, including the following.

University Resources

[The University Student Handbook](#)

The 'Blue Book' containing key information on examinations

[The University Examination Regulations](#)

With details of every course; this is a searchable site

[What you must, can and must not bring in to exams](#)

[If you are ill during an examination](#)

University webpage on **Examination and Assessments**, including:

- University guidance on [Revision and Examinations](#)
- [Mock examinations](#) and examination preparation sessions held in Examination Schools. It's a good idea to at least go to the building where your exams are or even sit a mock exam there. You can book from sessions this site, including sessions on alternative exam arrangements, e.g. for those with extra time

Examination and preparation workshop

Run by Counselling Service. You can book from [this site](#).

[Counselling service podcasts](#), including:

- Exam Preparation and Revision 1: [getting into the right mindset](#)
- Exam Preparation and Revision 2: [planning and revision](#)
- Exam Preparation and Revision 3: [before, during and after the examinations](#)

Tips on [time management](#), [perfectionism](#)

A NEW resource on [exam panic](#)

Advice on [plagiarism](#)

Lost Bod Card Order new one from [here](#)

Keble Resources

College Office

For contact in event of exam-related emergency, 8am-6pm weekdays. Tel (2)72711

College Nurse

Tel (2)70608 (KebleNurse@oxfordhealth.nhs.uk)

College Doctor

Observatory Medical Practice tel 01865 429993

Junior Deans

Ask the Lodge (72727) which Junior Dean is on duty