

Guidance and Support for those subjected to Harassment and Assault

This document is intended to explain the procedure Queens' has in place to deal with cases of harassment and assault, and to establish expectations for any Queens' student who has been subjected to harassment and/or assault in any form.

This is not a policy document but rather a realistic guide to what students can expect. All of our formal policies can be found [on our website](#). This guidance is not intended to contradict our formal policies.

1. If you have been subjected to harassment and/or assault in any form, please know that this is not ok. You did not "deserve it" and you have not caused it. There is no place for harassment or assault in our College. Members of our community- both within it and externally- should never have to experience any form of harassment or assault.
2. If you wish to seek support please contact the Harassment and Assault Officers (HAOs) on hao@queens.cam.ac.uk
3. This email will go to both Dr Jane Garrison and Revd Tim Harling (the 2 College HAOs). Nobody else will receive it.
4. One of the HAOs will respond quickly by email (normally within 12 hours in full term) and a meeting will be set up with them as quickly as possible.
5. When meeting with the HAOs you can bring someone with you (for example a friend, your Tutor, a member of the Welfare Team or student representative), or you may come alone. The choice is yours.
6. When you meet with the HAOs everything you say is confidential. Confidentiality (and its legal boundaries) will be explained to you before you give any specific information to the HAOs. This puts you in control which we know is important.
7. Both the HAOs primarily are there to give you a safe place to talk and to consider and to provide for your welfare needs. The HAOs will walk your path with you regardless of what you may or may not choose to do.
8. Please be absolutely assured that **welfare support is not and never will be dependent on you taking a particular course of action**. There are many different ways for you to receive welfare support, within or external to the College and University regardless of whether you choose to make a complaint. **The decision is yours to make**.
9. As this is intended to be, to the fullest extent possible permitted by the law, an **explicitly confidential** space, please be aware that by talking to the HAOs you are not "telling the College". This is because the HAOs do not discuss your situation with anyone else and we want to prioritise your welfare above anything else.

If, as a result of meeting with the HAOs, you wish to inform the College and hear what your options are in making a complaint or seeking an investigation into what has happened to you, the HAOs can organise a meeting for you (and anyone you wish to have supporting you) with the Dean(s) of College. They are Prof Martin Dixon and Dr Janet Maguire.

1. By having that meeting with the Dean(s) you are "telling the College".
2. They will provide you with options for moving forward.
3. Options include invoking the University Disciplinary Procedure or referring the matter to the Police. They may include an option for the College to handle your complaint. The College will not investigate certain "excluded offences which are defined and listed in the [Student Disciplinary Procedure](#) (section 3) found on the website. This includes indictable sexual offenses (section 3.1.2). This will be explained- in full- at the meeting with the Dean(s) of College.
4. **The College and the HAOs will support a student in whichever option they take, or in deciding not to pursue any of the options. The student will be in control.**

Students can- of course- pursue University ([link](#)) or Police procedures without input from the HAOs or the College. The HAOs exist to offer support and advice and they are there for you to use, if you wish.

If you have any questions about this guidance, or the process, or what you should do, you can contact the HAOs (hao@queens.ac.cam.uk), your Tutor, your student welfare representatives or the College Welfare team.

Tim Harling and Jane Garrison. HAOs