Student Welfare (Daytime) – A Quick Guide for Tutors

In all cases; If you are not sure or if the problem is likely to impact upon the student’s examinations, submissions or exam revision

Inform the Academic Registrar on 70525 or email academic.office@some.ox.ac.uk

If the student is currently under Academic Discipline or the issue is of a very serious nature

Inform the Senior Tutor on 70629 or email senior.tutor@some.ox.ac.uk

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** START **

**Does the student require immediate medical attention?**

- No

**Is the student at risk of harming themselves or others?**

  - Yes
    - Ask for a First Aider by calling the Porter’s Lodge
  - No

**Is the student experiencing a medical or mental health problem that does not require immediate medical attention?**

  - (This might include severe stress or anxiety)
    - Yes
      - Student should see Dr Steel, Dr Sanderson, Dr Ch’en or the College Nurse, as soon as possible
    - No

**Has the student been the victim of discrimination, harassment or a criminal offence?**

  - Yes
    - Make the student aware of help available for stress and anxiety. Advise them to see Dr Steel, Dr Sanderson, Dr Ch’en or College Nurse if condition worsens
    - No
      - **Is the student experiencing stress or anxiety not related to any of the above?**
        - Yes
          - Advise the student to contact their JCR/MCR Welfare Officers or a member of the Peer Support Team
          - Advise the student to contact the College Accountant
          - Advise student to contact their Personal Tutor, College Adviser, College Nurse or Academic Registrar
          - Make the student aware of help available for stress and anxiety. Advise them to see Dr Steel, Dr Sanderson, Dr Ch’en or College Nurse if condition worsens
        - No
          - **Is the student experiencing Financial Hardship?**
            - Yes
              - Advise the student to contact their JCR/MCR Welfare Officers or a member of the Peer Support Team
              - Advise the student to contact the College Accountant
            - No
              - **Would the student like to talk to someone who is not a member of college or University staff?**
                - Yes
                  - Contact the College Accountant
                - No

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*Please note: Junior Deans are on-call overnight and at weekends. They are not available during weekdays. During the day please contact the Academic Registrar in House 4, or on 01865 270525. In the absence of the Academic Registrar please contact the Senior Tutor on 01865 270629*