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 Welfare Officer 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

START

Does the student require immediate medical attention?

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

- Yes
  - Call the Porter’s Lodge immediately

Is the student at risk of harming themselves or others?

- No
  - Student should see one of the College Doctors or the College Nurse, as soon as possible

- Yes
  - Has the student been the victim of discrimination, harassment or a criminal offence?
    - 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)
        - No
          - Student should see one of the College Doctors or the College Nurse

        - Yes
          - Notify the College Accountant
          - Make the student aware of help available for stress and anxiety. Advise them to see one of the College Doctors or College Nurse if condition worsens
          - If alleged harassment occurred in college student should inform The Dean or Senior Tutor who will put you in touch with a member of the College Harassment Panel. If outside of college student should contact the University Harassment Line

    - Yes
      - Is the student experiencing stress or anxiety not related to any of the above?
        - No
          - Notify the College Accountant
          - Make the student aware of help available for stress and anxiety. Advise them to see one of the College Doctors or College Nurse if condition worsens
          - If alleged harassment occurred in college student should inform The Dean or Senior Tutor who will put you in touch with a member of the College Harassment Panel. If outside of college student should contact the University Harassment Line

        - Yes
          - Is the student experiencing Financial Hardship?
            - No
              - Notify the College Accountant
              - Make the student aware of help available for stress and anxiety. Advise them to see one of the College Doctors or College Nurse if condition worsens
              - If alleged harassment occurred in college student should inform The Dean or Senior Tutor who will put you in touch with a member of the College Harassment Panel. If outside of college student should contact the University Harassment Line

            - Yes
              - Would the student like to talk to someone who is not a member of college or University staff?
                - Yes
                  - Contact the College Accountant
                  - Advise the student to contact their Personal Tutor, College Adviser, College Nurse or Welfare Officer

                - No
                  - Contact the College Accountant
                  - Advise the student to contact the JCR/MCR Welfare Officers or a member of the Peer Support Team


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

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