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

Does the student require immediate medical attention?

Yes

No

Ask for a First Aider by calling the Porter’s Lodge

Call the Porter’s Lodge immediately

Criminal offence

Harassment

Discrimination

Student should be encouraged to report the crime to Thames Valley Police. If this is not appropriate the student can contact the Dean

If alleged harassment occurred in college student should inform The Dean or Senior Tutor who will put you them contact with a member of the College Harassment Panel. If outside of college student should contact the University Harassment Line

If alleged discrimination occurred in college the student should inform the Dean.

If outside of college the student should contact the Equality and Diversity Unit

Is the student at risk of harming themselves or others?

Yes

No

Student should see one of the College Doctors or the College Nurse, as soon as possible

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

Yes

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

No

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

Is the student experiencing stress or anxiety not related to any of the above?

Yes

No

Financial Hardship?

Yes

No

Is the student at risk of harming themselves or others?

Yes

No

Would the student like to talk to someone who is not a member of college or University staff?

Yes

No

Contact the College Accountant

Advising the student to contact the JCR/MCR Welfare Officers or a member of the Peer Support Team

Advising student to contact their Personal Tutor, College Adviser, College Nurse or Welfare Officer

*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

All students are sent an email at the start of the academic year informing them of who their Personal Tutor or College Adviser is. If they aren’t sure please ask the Academic Office, academic.office@some.ox.ac.uk

Rachel Slater (College Nurse) – Somerville Nurse@oxfordhealth.nhs.uk

somenurse@nhs.net

Jo Ockwell (Welfare Officer) – Welfare.office@some.ox.ac.uk or 01865 270525