HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Making a confidential or anonymous report

The College has a whistleblowing policy that relates to having a procedure to raise serious concerns with the College about different types of malpractice or misbehaviour in the College.

The College is committed to conducting its affairs with honesty and integrity and encourages anyone (including students) to raise concerns about any suspected wrongdoing as soon as possible, and through the speediest channels. Any such concerns will be treated on a strictly confidential basis.

In many cases, it will be appropriate for you to raise your concern with your Tutor, who will discuss with you how they will raise this with an appropriate senior officer in the College and/or how your concern will be considered. They may refer you to another existing complaints or grievance procedure of the College.

Where you would prefer not to raise a concern with your Tutor, you should instead report your concern to the Senior Tutor. If the matter concerns either of these people, you should report your concern to the Bursar in his capacity as the college's Whistleblowing Officer.

If you want to raise your concern confidentially, you should make this clear in your report and the immediate respondent will make every effort to keep your identity a secret. If it is necessary for anyone investigating your concern to know your identity, they will discuss this with you first. We do not encourage students to raise concerns anonymously, as this can make investigations more difficult, especially if further information is needed to establish the issues. Nevertheless, the College will take any anonymous complaint seriously and the appropriate senior officer will investigate it as they see fit, having regard to the seriousness of the issue raised, the credibility of the report, the prospects of being able to investigate the matter, and fairness to any individual mentioned in the report.

We would otherwise also draw your attention to relevant mechanisms in the University for you to make a report if it does not concern the College:

- University student complaints: Report inappropriate behaviour of other students or staff
  https://www.studentcomplaints.admin.cam.ac.uk/harassment-sexual-misconduct/i-want-know-more-about-universitys-policies/report-inappropriate
- University student complaints: Anonymous reporting for students and staff
  https://www.studentcomplaints.admin.cam.ac.uk/anonymous-reporting-students-and-staff