



EXCELSIA  
COLLEGE  
— Sydney —

# Procedure

PR-WHS-05 | v.2

**THIS PROCEDURE IS CURRENTLY UNDER REVIEW**

## DISCLOSING SEXUAL ASSAULT AND SEXUAL HARASSMENT PROCEDURE

### 1 Purpose and Scope

The purpose of this Disclosing Sexual Assault and Sexual Harassment Procedure (Procedure) is to set out what to do in the event of an incident of Sexual Assault or Sexual Harassment.

The procedure should be read in conjunction with the College's Sexual Assault and Sexual Harassment Policy (**Policy**).

### 2 Procedure

#### 1 Disclosure of an incident

1.1 If any member of the College community has experienced Sexual Assault or Sexual Harassment, they are encouraged to Disclose the matter by completing the SASH Incident Form or by speaking directly to a SASH Support Officer

1.2 The role of the Support Officer is to:

- a) Be always willing to listen to any Disclosure of an incident involving Sexual Assault or Sexual Harassment;
- b) Provide appropriate support for the person making the Disclosure;
- c) Ensure the person making the Disclosure is treated with compassion, empathy, understanding and respect; and
- d) Act in accordance with the College's Policies and Procedures.

1.3 If a Disclosure is made to a Support Officer, the Support Officer will:

- a) Assess and ensure the immediate safety and security of the person involved in an incident and/or any other members of the College Community;
- b) Encourage and assist the person to contact the College Counselling Service;
- c) Provide information about other internal support options (including Campus Chaplain and academic support options);

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- d) Provide information about external support and reporting options (including Police, Health and Emergency Services);
- e) Provide information regarding the making of a Formal Report of Sexual Assault or Sexual Harassment under the College's misconduct and serious misconduct policy;
- f) For international students, provide information regarding the Overseas Student Ombudsman;
- g) Provide the person with a copy of the Sexual Assault or Sexual Harassment Policy and
- h) a copy of the Procedure: Disclosing Sexual Assault or Sexual Harassment.

## 2 Formal Report of an incident

2.1 If a Formal Report of Sexual Assault or Sexual Harassment is made, the College will investigate and act in accordance with its policies and procedures and any applicable Commonwealth and State legislation and act against any alleged perpetrator of Sexual Assault or Sexual Harassment in accordance with the Staff and Student Code of Conduct and Staff Misconduct and Serious Misconduct Policy and Procedure.

2.2 If a person does not wish to make a Formal Report, the college will nevertheless provide support and guidance as outlined in section 1 of this Procedure.

2.3 If the College becomes aware of an incident of Sexual Assault or Sexual Harassment that has occurred on campus, at a College Event, or involving an alleged perpetrator who is a member of the College community, the College may instigate its own action in accordance clause 2.1 above.

## 3 Confidentiality

3.1 Any Disclosure or Formal Report of Sexual Assault or Sexual Harassment will be treated confidentially.

3.2 However, information Disclosed or Reported may be shared on a confidential basis with relevant College staff, as necessary, to ensure the safety of the person making the report as well as the broader College community, and to ensure that coordinated support is provided.

## 4 External reporting

4.1 A person who has experienced Sexual Assault is given the option to report the matter directly to the Police. The College must let the person making the disclosure decide if they wish to report to the police and regardless of their decision, must continue to provide support and guidance as outlined in section 1 of this Procedure.

4.2 . If the report is about a person under the age of 18 years, mandatory reporting applies, and the Support Officer has to let the NSW Police know. The College will let the person know immediately and the College can choose to participate in the police enquiry or not.

4.3 The College is required to report information externally and/or contact emergency services if there is a threat or physical harm or danger to any person.

4.4 If a report is made to both the College and the Police, the College may be required to suspend any internal investigation pending the outcome of the Police investigation.

4.5 In the case of a student or staff member visiting the College from another College/University, the College may be required to comply with reporting obligations established by the 'home' College/University. Before a report is made, the College will work with the student or staff member and the 'home' College/University to determine how the required report should be made.

## 5 Contacts and Resources

### 5.1 Internal

- a) Emergency Contacts (<https://excelsia.edu.au/on-campus/wellbeing-and-safety/>)

b) Campus Security Office 02 9819 8825

c) Student Support Centre & Counselling (<https://excelsia.edu.au/current-students/student-support/>) providing support in the following areas:

- Academic Support
- English Language Support
- Counselling
- Chaplaincy – Pastoral Care
- Disability Support
- Career Support
- Indigenous Support

d) Grievance Officers (<https://excelsia.edu.au/current-students/student-administration-forms/>)

## 5.2 External

If you have experienced sexual assault or sexual harassment and feel you would like to speak to someone for support or information, **1800RESPECT** (Phone: 1800 737 732) or [www.1800respect.org.au/](http://www.1800respect.org.au/) can provide counselling 24-hours a day, 7 days a week.

If you are feeling unsafe right now, call **000**

If you have experienced sexual assault and feel you would like to make a complaint or report to the police, [click here for the relevant state and territory police contacts](#).

If you have experienced sexual harassment, you can [make a complaint](#) to the Commission in [NSW](#).

### **Mental health support services**

[Lifeline](#)—13 11 14

24-hour crisis support and suicide prevention.

[beyondblue](#)—1300 224 636

Mental health support.

[Suicide Call Back Service](#)—1300 659 467.

### **NSW Rape Crisis Centre**

(02) 9819 6565 or 1800 424 017 (outside Sydney)

[www.nswrapecrisis.com.au](http://www.nswrapecrisis.com.au)

### **Domestic Violence Line**

Department of Community Services

1800 656 463 (24 hours)

### **Bravehearts NSW**

(02) 9810 5898

[www.bravehearts.org.au](http://www.bravehearts.org.au)

### **Sexual Assault Resource Centre (SARC)**

<http://www.kemh.health.wa.gov.au/Our-services/Statewide-Services/SARC>

### **Overseas Students Ombudsman**

<http://www.ombudsman.gov.au/about/overseasstudents>

### 3 References and Documentation

[Australian Human Rights Commission](#)

Sexual Assault and Sexual Harassment Policy

University of Notre Dame Australia Disclosing Sexual Assault and Sexual Harassment procedure

Incident Report Procedure

SASH Report Form

### 4 Document Status

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