

Responding to Students who inform you they have experienced sexual assault or sexual harassment

Staff responding to student reports of sexual assault or sexual harassment follow the University's processes as detailed in the [flowchart](#).

The situation should be approached with sensitivity, and the safety and wellbeing of the student is the priority.

The following information guides staff in providing appropriate support and assistance to students who inform that they have experienced sexual assault or sexual harassment.

- Ensure there is privacy and time to have the discussion, but be conscious that the student may not be comfortable to be alone in a room with one person depending on the nature of the incident. The easiest approach is to ask them what is comfortable for them and accommodating their choice. This may include having a friend with them for support.
- Listen without judgement to them, but don't ask questions that probe for details of the event. Suitable questions in this situation would be "What would you like to tell me about what happened?" and "What can I do to assist you?"
- Allow the person to make personal decisions about potential responses at their own pace, but ensure they are aware of their options, which will depend on the issue they have disclosed. [The flowchart](#) provides details about the University's processes for responding to reports of sexual assault and sexual harassment.
- Where the student reports they have experienced sexual assault, or if you are in doubt report the incident to Security.
- Provide information about support services available (e.g. Student Counselling and 1800 RESPECT (1800 737 732)). If the student is highly distressed, strongly encourage them to seek support and offer to contact family or friends for them.
- Check in with them about their personal safety. Identify what support may be needed, such as local health services or Police.
- Discuss the next steps in the process as described in the flowchart, and arrange any follow up.

Links to Useful Resources

- [Critical Incident Management Policy](#)
- [Discrimination and Harassment Policy](#)
- [Student Complaint Management Policy and Procedures](#)