



**EYNESBURY**  
**COLLEGE**

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# SEXUAL ASSAULT & SEXUAL HARASSMENT PREVENTION AND RESPONSE PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

Sexual Harassment and Assault Prevention and Response Policy

### D.1 Procedure

Responsible		Procedure Steps		W/I
	<b>1</b>	<b>Prevention Strategies</b>		
		<b>1.1</b>	Staff Induction	
<b>Line Managers</b>		<b>1.1.1</b>	Advise staff of the Sexual Assault and Sexual Harassment Prevention and Response Policy and Procedure during the induction process.	
		<b>1.2</b>	Providing information to students	
<b>Student &amp; Academic Services, Counsellor</b>		<b>1.2.1</b>	Inform students at orientation of the Student Code of Conduct and the Sexual Assault and Sexual Harassment Prevention and Response Policy.	
<b>Student &amp; Academic Services, Counsellor</b>		<b>1.2.2</b>	Remind each student cohort of the Student Code of Conduct and Sexual Assault and Sexual Harassment Policy.	
	<b>2</b>	<b>Disclosing, reporting and investigating sexual assault and sexual harassment</b>		
<b>Complainant</b>		<b>2.1</b>	Decide whether you choose to disclose or report an incident of sexual assault or sexual harassment and/or access support.	
<b>Counsellor, First Responders, all staff, all student</b>		<b>2.2</b>	If the complainant is in immediate danger and/or requires urgent medical attention, call emergency services on 000. Ensure the safety of the complainant, and if necessary other students, staff or third parties.	
	<b>3</b>	<b>Process of disclosing</b>		
<b>Complainant</b>		<b>3.1</b>	You may disclose sexual assault or sexual harassment to anyone in the College community.	
<b>Counsellor, First Responders, all staff</b>		<b>3.2</b>	If the disclosure is not to a first responder, the complainant should be supported in accessing and disclosing or reporting to a First Responder or Counsellor, providing permission is given by the complainant.	
	<b>4</b>	<b>Disclosing sexual assault and sexual harassment to a First Responder or Counsellor</b>		
<b>Counsellor, First Responders</b>		<b>4.1</b>	When the complainant has made a report: <ul style="list-style-type: none"> <li>i. Assure the complainant that all future decisions will be at the complainant's discretion.</li> </ul>	

			<ul style="list-style-type: none"> <li>ii. Provide information and / or referral to specialist support services.</li> <li>iii. Allow the complainant to decide the next step in reporting as indicated in the Reporting Flow Chart.</li> </ul>	
<b>Counsellor, First Responder</b>		<b>4.3</b>	<p>Upon disclosure of an incident of sexual harassment or sexual assault:</p> <ul style="list-style-type: none"> <li>i. Listen</li> <li>ii. Try to understand what is important to the complainant</li> <li>iii. Explain options available to complainant</li> <li>iv. Consider the complainants well-being</li> <li>v. Discuss the safety of the complainant</li> </ul>	
<b>Counsellor, First Responder</b>		<b>4.4</b>	<p>Offer the following options to the complainant:</p> <ul style="list-style-type: none"> <li>i. Provide referral to appropriate specialist external support services eg. Yarrow Place or SAPOL.</li> <li>ii. Give information about other external support and safety options</li> <li>iii. Document and report the incident to the Eynesbury College SASH Taskforce whilst maintaining confidentiality of the complainant and if complainant consents to the disclosure.</li> <li>iv. Assist the complainant with reporting externally or through the <a href="#">Online Reporting Form</a> as determined by the complainant after options have been explained.</li> <li>v. An individual may choose to resolve the incident by themselves without making a complaint [Non-Disclosure/Self-Managed].</li> <li>vi. Remind the complainant that a report can be made at any time and withdrawn at any time.</li> <li>vii. Ongoing support is available from the Counsellor whether a report has been made or not.</li> </ul>	
	<b>5</b>	<b>Making a Report</b>		
<b>Counsellor, First Responders, all staff, all students</b>		<b>5.1</b>	<p>Assist the complainant to:</p> <ul style="list-style-type: none"> <li>• disclose an incident without making a report</li> <li>• report online anonymously or personally to the College using the <a href="#">Online Reporting Form</a></li> <li>• make a report externally without disclosing to the College</li> <li>• Report directly to Yarrow Place and/or the Police</li> </ul> <p>Advise the complainant that reporting through the <a href="#">Online Reporting Form</a> will initiate an investigation by the College</p>	
<b>Counsellor, First Responders, SASH Taskforce</b>		<b>5.2</b>	<p>Where the complainant has given permission to the College to initiate an investigation, an investigation will be conducted by the Eynesbury College SASH Taskforce and where relevant all parties will be offered an opportunity to present their case.</p>	
	<b>6</b>	<b>Reporting to Police</b>		
<b>Counsellor, First Responders</b>		<b>6.1</b>	<p>Offer support to the complainant to report directly to the Police.</p> <p>Advise the complainant that they can change their mind about proceeding with reporting to police at any time.</p>	
	<b>7</b>	<b>Reporting to an external agency</b>		

<b>Counsellor, First Responders, all staff</b>		<b>7.1</b>	Support the complainant by providing access to all resources including access to Counsellors and the details of an external agency:  <b>External Agency for disclosing or reporting:</b> Yarrow Place Rape and Sexual Assault Services (24 hours/7 days a week) 08 8226 8787 (24 hours/7 days) and 1800 817 421 (country callers) <a href="https://www.wchn.sa.gov.au/our-network/yarrow-place">https://www.wchn.sa.gov.au/our-network/yarrow-place</a>	
	<b>8</b>	<b>Reporting an incident if the complainant is under 18 years old</b>		
<b>Counsellor, First Responders, all staff</b>		<b>8.1</b>	If the complainant is under 18 years of age a mandated report should be undertaken in accordance with the Children and Young People (Safety) Act 2017. <b>Refer to the Navitas SA Child Safe Policy and the Mandatory Notification Policy.</b>	
	<b>9</b>	<b>Monitoring</b>		
<b>Counsellor</b>		<b>9.1</b>	If the complainant has chosen to access support, keep in contact, monitor and support the complainant.	
	<b>10</b>	<b>Reporting</b>		
<b>Counsellor</b>		<b>10.1</b>	Provide de-identified reports three times a year to the Eynesbury College Executive Group. Any information included in the report will be included with the complainant's consent.	

## D.2 Supporting Documentation

Related material	Location
Child Safe Environments Policy	Eynesbury College Website
Critical Incident Policy	Eynesbury College Website
Student Counselling Policy	Eynesbury College Website
Student Counselling Procedure	Eynesbury College Website
Student Code of Conduct	Eynesbury College Website
Mandatory Notification Policy	Eynesbury College Website
Children and Young People Act 2017	

Form templates	Location
Navitas Reporting Form	
Reporting Flow Charts	

Records (including completed forms)	Location

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

## D.3 Version Control

<b>Current Version Number</b>	1.0
<b>Date of Effect</b>	03/2023
<b>Privilege Level</b>	Public