



Sexual Harassment and Sexual Assault Procedure & Guidelines

Version: 2nd

Responsible To: Head of College & CEO – John XXIII College

Pertains To: Residents (Accommodation Agreement Holder) – John XXIII College

Supported By: Deputy Head of College – John XXIII College

Staff – John XXIII College

Collegiate Team – John XXIII College

Monitored By: Head of College & CEO – John XXIII College

Procedures - Residents

1. Any Resident who feels that they have been subjected to any form of sexual violence is encouraged to report. Any resident who has been subjected to any form of sexual violence is encouraged to report this to the Head of College (HOC), Deputy Head of College (DHOC), Dean of Residents (DOR) or a member of the Pastoral Team.
2. Any resident who feels that they are likely to be accused of any form of sexual violence is encouraged to raise the issue and seek support from the HOC, DHOC, DOR or a member of the Pastoral Team.
3. Residents may also use the Stage 1 - The Early Resolution (Informal Resolution) level of the Grievance Policy if they consider that they are experiencing sexual harassment and wish to try and resolve the issue themselves. If this fails, they are encouraged to report the incident under this Policy.
4. a. Residents, who are ANU students, are also able to use the ANU policies and procedures if they consider that they are experiencing sexual harassment or are the complainant of a sexual assault by another ANU student.
b. In this case:
 - i) They are encouraged to speak to the ANU Dean of Students, who is able to assist ANU enrolled residents in matters pertaining to complaints under ANU policies.
 - ii) The outcome will be an ANU decision which does not affect John XXIII College, except in the case of a ANU student, who is also a resident, being excluded from the University, in which case they will also be excluded from the College.
 - iii) Regardless of the outcome of the ANU process the College can provide support to the residents involved.
5. A resident can decide to not report an incident to the College and directly lodge a complaint with the Australian Federal Police. If they do so, then advising the College of that they have lodged a complaint with the Police is entirely at the discretion of the resident.
6. A resident who seeks and obtains a Protection Order (DVO or PPO) against a fellow resident at the College is to provide the College with a copy of the Protection Order so that the College is in a position to assist in fulfilling the requirements of the Protection Order.
7. Any resident who is struggling to cope (physically, mentally and emotionally) after being the survivor of sexual harassment or sexual assault or is an accused person, should seek professional support services or ask the College for assistance to access these professional support services. The College Counsellor is a significant point of contact when looking for support.
8. If any other resident (other than a Pastoral Team member) receives a disclosure of sexual violence from another resident, they should seek advice from the HOC, DHOC, DOR or College Counsellor. It is important that they remember that it is not their role to help resolve the issue, they need to encourage the complainant



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to discuss the matter with the College, so that the College is able to support the complainant and any other resident involved.

Responsibilities – Members of the Pastoral Team

1. The Pastoral Team is responsible for monitoring the wellbeing of the residents under their care. To help fulfil this role, they need to:
 - a. Contribute to a college culture that opposes sexual violence
 - b. Continually monitor the residents living in their corridor for signs of harassment as this behaviour does not have any place at John XXIII College.
 - c. Ensure that any forms of sexual violence are not tolerated in the College, by making this clear to all of their corridor residents.
 - d. Be an active bystander and ensure that any form of behaviour or verbal or online statements that may lead to more serious behaviours are challenged and reported before they become misconduct.
NB. Any behaviour that a student leader or resident walks past, is the standard of behaviour they accept.
2. The Pastoral Team must also complete College and ANU training in the appropriate use and involvement of emergency services, the College Emergency Response Protocol.
3. When a member of the Pastoral Team becomes aware of potential behaviour that may develop into inappropriate behaviour such as sexual harassment (e.g. an attempt to use peer pressure on a resident), they should step in and try and resolve the behaviour (as a Level 2 Intervention – see Resident Behaviour Policy), before it develops into something more serious.
4. If any member of the Pastoral Team has any suspicions of or receives a disclosure of sexual violence they are to report this to the DHOC as soon as possible. If the Pastoral Team member:
 - a. is not provided with the names of those involved, the disclosure should still be reported to the DHOC.
 - b. is unable to provide the names of those involved, they need to be aware that there is little the College can do to assist the residents involved.
5. In matters relating to Confidentiality and Privacy
 - a. Members of the Pastoral Team should never agree to keep information, especially relating to the wellbeing of residents, secret from the College. It needs to be clear to residents, both as a general principle and in specific situations, that the Pastoral Team have a responsibility to speak with the DHOC, so they can arrange appropriate help and ensure the safety of residents and the community.
 - b. All members of the Pastoral Team are expected to discuss all concerns about Critical Incidents and Serious Matters or potential grievances about allegations of sexual violence with the DHOC as soon as practically possible and then assist as required. At the same time, they are expected to refrain from discussing these concerns with other residents or other SRs, unless essential to assist in resolving a particular situation and with the approval of the DHOC.
 - c. Discussions between staff and any member of the Pastoral Team do not represent a breach of privacy legislation where the focus is on the wellbeing and safety of the community or individuals in the College. It is a necessary part of the professional management of the College that such issues are identified and managed appropriately. Respect for privacy is demonstrated by refraining from unnecessary or extensive disclosures of personal information or speculations about individual's motivations/ behaviour etc or 'gossip'.



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6. The Pastoral Team Responding to 'Critical Incidents' and 'Serious Matters':
- a. The Pastoral Team are not trained to deal with incidents of sexual violence, only to act as a first responder, receiver of a disclosure and as a support person. Dealing with cases of sexual violence, as a response to a formal report, is the role of the DHOC. Thus, no member of the Pastoral Team is to attempt to resolve potential grievances about critical incidents and serious matters, such as sexual harassment or sexual assault.
 - b. All members of the Pastoral Team must complete training at the beginning of the year on how to initially respond to critical incidents / serious matters, receive disclosures and the expected reporting protocol. This includes the procedures to follow when managing a disclosure of sexual violence.
 - c. The Pastoral Team have limited responsibility in receiving disclosures and in the process of critical incidents and serious matters, with the focus being on responding appropriately when the situation is first reported to them. They are then to provide support and some initial guidance and then refer the matter onwards. Thus, their role in matters relating to sexual violence is only to identify, report and provided limited support and advice to those involved.
 - d. Members of the Pastoral Team must seek support after responding to all serious matters, including disclosures. They are encouraged to discuss the options available for this support with the DHOC and with the College Counsellor. If needed, they should seek to debrief after the event with appropriate College staff or counsellor, University staff members or an outside counsellor.
 - e. Where someone at College is aware of an immediate threat to the life of a person they are to ring and report the incident to emergency services, before following any other steps outlined in this policy.
NB.
 - The Police require the individual who is the subject of a threat or injury to report it directly to the Police, so they can assist ASAP. (Third party reports are not given the same priority.)
 - ANU Security should be advised after Emergency Services have been contacted.
 - The DHOC should be immediately notified whenever ANU Security and / or Emergency Services have been brought in to the College.
 - f. The safety of each member of the Pastoral Team is a primary concern of the College. All members of the Pastoral Team are expected to consider their own safety in any actions they take around critical incidents and serious matters.
 - g. In general, the members of the Pastoral Team involved in critical incidents and serious matters, such as disclosures of sexual violence, should listen carefully to the details being reported and make notes immediately after the discussion. Notes should be factual and include:
 - i) The nature of the incident/complaint,
 - ii) The full names of people involved,
 - iii) The dates and times, and
 - iv) All actions taken, including who the incident was reported to.'Opinions' should be avoided unless they are noted as 'opinion'. These notes are then to be stored with confidential records maintained by the DHOC concerning the particular incident.
 - h. After reporting the critical incident or serious matter the member of the Pastoral Team's role is over, except in providing some minimal support to the residents involved or other roles as directed by the DHOC. Under no circumstances should members of the Pastoral team assume ongoing responsibility to try and "make the situation right".



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Responsibilities–College Staff

1. Sexual Harassment and Sexual Assault are criminal offences. The College staff will act immediately on reports of possible criminal offences and follow the procedures outlined in this policy.
2. The Head of College (HOC), Deputy Head of College (DHOC), Operations Manager and Business Manager have a responsibility to:
 - a. Monitor the work, living and learning environment at College to ensure that acceptable standards of conduct are observed at all times.
 - b. Treat all formal reports or disclosures, that they receive seriously and confidentially and take immediate action to refer the staff member or residents to the relevant information and services indicated in the policy and procedures.
 - c. Support the complainant in making their next decision.
3. All College staff have a responsibility to:
 - a. Comply with this policy.
 - b. Offer support to anyone who makes a disclosure directly to them and let them know where they can get help and advice;
 - c. Pass on to the DHOC information on disclosures of sexual violence.
4. The Deputy Head of College has the responsibility to:
 - a. Notify the HOC of the incident and proposed actions.
 - b. Comply with this policy.
 - c. Handle all disclosures and formal reports with compassion, confidentially, promptly and fairly.
 - d. Handle a disclosure by providing support and advice to the resident on where to get additional support.
 - e. Handle a formal report by doing the following:
 - i. Provide a supportive environment, so the complainant feels safe throughout the reporting process.
 - ii. Form a view of the formal report and determine:
 - Is the complainant at an immediate risk?
 - Is the residential community at an immediate risk?and if needed put interim safety measures in place.
 - iii. The DHOC along with the complainant need to understand the process that the complainant would like the College to take. This may involve:
 - Take formal action – this does not stop the resident from asking the College to stop the action at any time.
 - Take no formal action
 - iv. Set up a pastoral plan for the residents involved:
 - Support the complainant if they wish to make a report to the police.
 - Support the affected residents in gaining additional help e.g. medical and counselling support.
 - Allocate a member of the Pastoral Team to monitor the wellbeing of those involved.
 - vi. Seek additional support and / or advice from the College Counsellor or other professional services, when needed or wanted.
 - vi. Commence a disciplinary process, if that is the requested.
 - vii. Keep the complainant updated on the College processes at different stages, if they choose to receive it.



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- viii. Debrief the team member(s) who received the disclosure and provide ongoing support where needed.
5. The Head of College is responsible for:
 - a. Ensuring that all members of the Pastoral Team and staff are aware of the appropriate policy and procedures for managing and reporting critical incidents and serious matters, including disclosures.
 - b. Monitoring the process that is being carried out by the DHOC, after receiving a formal report and assist where needed.
 - c. Informing the Deputy Vice Chancellor (Academic) (DVC(A)), in writing of a formal report, the proposed action and then later report the outcome of the College's processes.
NB. These reports do not include the names of the parties involved.
 - d. Carrying out any appeals that result from the College processes.
 - e. Dealing with any enquiries made by the media, in cases where the incident has come to the attention of the media.
NB. The ANU Communication and External Liaison Director, not the Head of College, should speak to the media if the incident has ANU implications.
6. If the complainant asks for the Police or ANU to be involved and to investigate the incident:
 - a. The College will assist, as requested, all Police and University investigations into allegations of sexual violence.
 - b. The College will continue to support the College residents involved; but will not commence or continue with any assessment or disciplinary process until the Police or ANU investigation is completed.
7. All College Staff are responsible for the reporting of Critical Incidents and Serious Matters, including disclosures and formal reports, to the DHOC.
 - a. All critical incidents and serious matters require a formal record. The record is to be supplemented by the notes of the relevant member of the Pastoral Team, if they have been involved, or completed by the member of the Pastoral Team in conjunction with the DHOC.
 - b. The formal record will be kept in a resident's confidential file and in a Critical Incidents / Serious Matters file maintained by the DHOC.
 - c. The formal record should include information on:
 - i) The nature of the serious incident/complaint,
 - ii) The full names of people involved,
 - iii) The date with relevant times, andAll actions taken, including who the incident was reported to.

Procedure – Sexual Harassment and Sexual Assault

1. The Principles forming the basis of the procedure
 - a. When the College becomes aware of a disclosure or formal report that a resident has been sexually assaulted or harassed, it will ensure the physical and mental safety of the resident making the report – this is the primary concern of the College.
 - b. The College will assess the possibility of any further threats against the complainant or others. If harm is imminent, then the College must act immediately to protect the Residents.
 - c. The College will be active in providing support to the resident, facilitating access to relevant services and assisting the complainant where possible including offering support when visiting these services.



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- d. The College respects the rights of all complainant to be in control of the decisions affecting them, especially their right to decide whether to seek medical, counselling, police or legal support.
 - i) This is fundamental to this policy, as the College seeks to empower the complainant.
 - e. When dealing with an incident of sexual violence where both parties are residents at the College an additional staff member will be used, while dealing with the incident. With one staff member dealing with one of the parties, while the other staff member will deal with the other party.
2. Third Party Reports: 'Informants'
- a. Reports by third parties ('informants') can occur from witnesses or bystanders or from support persons who have received a disclosure or a parent, friend or health care provider.
 - b. These could be disclosures of possible sexual violence.
 - c. These disclosures can be categorised in three (3) ways:
 - i. Information only for College records – these reports are usually about unidentified complainants and unidentified accused persons.
 - ii. Information seeking support for an identified complainant, where the accused person may or may not be identified.
 - iii. information seeking action after identifying the complainant and accused.
 - d. These disclosures should be assessed in the light of the:
 - i. intent of the third party when they make the disclosure and
 - ii. detail the 'informant' is able to provide to support the claim and known information about the accused.
 - e. The informant needs to be advised that:
 - i. the College cannot commence a disciplinary process with cases where one or both parties involved are anonymous. However, the College can provide support to the known parties.
 - ii. the College can only formally deal with the incident, under this policy, if the informant makes a formal report and is willing to discuss it with the DHOC.
 - iii. the level of action taken by the College is limited unless the complainant also makes a report.
 - f. In the main, informants should be encouraged to take 'safe action'. Options are:
 - i) Informants should be encouraged to support the complainant as they deal with the incident.
 - ii) Informants should be asked to encourage the complainant to refer the incident to the DHOC, the ANU, the ANU Counselling Centre, the Police or other community services.
3. Involvement of Staff
- a. While any staff member may be approached by a resident and receive a disclosure, it is the DHOC that manages the Critical Incident or Serious Matter and deals with formal reports.
 - b. The staff member should follow the following steps:
 - i. Provide support to the complainant;
 - ii. Encourage the complainant to speak to the DHOC and if needed support the complainant as they either make a disclosure or formal report to the DHOC.
 - iii. Hand the incident over to the DHOC to manage the disclosure or formal report.
 - c. At a later time, the DHOC may ask a staff member to assist in the process; if it is needed.



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4. The Process to be Followed by the DHOC Managing a Disclosure or Formal Report of Sexual Assault or Harassment Incident from a Resident

Step 1 – Take the Disclosure or Formal Report

- a. Remain calm and listen,
- b. If needed move to a private and safe area to give the resident privacy and security.
- c. Allow the resident to share their report with you,
- d. Do not judge the complainant or infer any judgement by verbal or non-verbal communication.
- e. Clarify your understanding of the incident if necessary.

Step 2: Provide Initial Options

- a. Provide the complainant with their immediate options.
 - i. Visit the hospital immediately for a medical assessment
 - ii. Make a report to the Police
 - iii. Call upon a support person
 - iv. Obtain counselling.
 - v. Seek legal advice.
- b. If needed, ask a staff member for assistance.

Step 3: Provide Follow-up Options

- a. Begin the process of working out what the complainant would like to happen next. Remember that a person who makes a disclosure may not want to make a formal report and may just be seeking information about resources and support.
- b. Identify if this is a disclosure or formal report. The complainant may request:
 - i. no follow up to be commenced at this stage and express a desire to leave it as a College report only, or
 - ii. that the College take an unofficial approach to the incident and only counsel the people involved, or
 - iii. that the College proceeds with its disciplinary processes. In this case the College will follow the Resident Behaviour Policy and Procedure, or
 - iv. that the disclosure is passed on to another agency. This includes:
 - taking the disclosure to ANU.
 - taking the disclosure to the Police.
 - v. something else that is arranged between the DHOC and the resident that seems appropriate to the situation.

The DHOC should help empower the complainant to make this decision and ensure a fair response, by sharing the expectations of what may come from the possible decisions.

- c. If the complainant only requests that the information is treated as a disclosure and selects (b) (i) or (ii) above then:
 - i. This decision needs to be confirmed in writing.
 - ii. This option is only available with the approval of the DHOC.
 - iii. The complainant may change their mind at a later date.
 - iv. The complainant also has the option, at a later date, to take the incident to ANU or the Police.
- d. If the complainant requests that the matter be treated as a formal report and selects (b) (iii) above then:



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- i. The College cannot begin this step if the ANU or the Police have been contacted and are likely to investigate the incident.
 - ii. The College will stop its processes, if the ANU or the Police are contacted during the process.
 - iii. These decisions (i) or (ii) are made to support the ANU and the Police and not interfere with their investigations.
- e. If the complainant is only making a disclosure to the College and selects (b) (iv) above, then:
- i. If requested the College will support the complainant in making their disclosure to the other agency.
 - ii. The College will not begin any disciplinary processes against the alleged perpetrator.
 - iii. The College will offer support to the complainant.
 - iv. The College will record that it received a disclosure and the complainant's request.
 - iv. After the other agency completes their investigation and reports their finding the College will assess the ongoing wellbeing of the people involved and decide if any further action is warranted.
- f. Once the complainant has made a decision on the follow-up option, the DHOC will do an immediate risk assessment.
- i. If the resident and the College community are not at immediate risk, the College will support the resident's decision of their desired option.
 - ii. If the College assesses that there is a risk, it will put in place any strategy needed to ensure the safety of the complainant, accused or any other residents in the College.

Step 4: Establish the Resident's Immediate Safety

- a. Ask the complainant how you can assist with their immediate safety.
- b. Consider the immediate risk assessment.
- c. On the basis of (a) and (b) above consider organising some interim safety measures (during the disciplinary process) to protect those involved. These measures may include:
 - i. The immediate suspension of the alleged perpetrator if there is a significant concern about the safety of the complainant, witnesses or other residents, or
 - ii. Provide one or both parties with alternative accommodation, or
 - iii. Relocating those involved to different areas of the College, or
- iv. Placing limitations on the opportunities for contact between the parties involved (eg. Not sitting at the same table in the Dining Room, going to the Dining Room at different times, restrictions of participating in sport or other College activities).

Step 5: Provide Information and Access to Possible Areas of Support

- a. The College will be active in its support of the resident by providing the support and information that they may need, including facilitating access to relevant services and offering support when visiting these services.
- b. The following are possible support services that might be used to support a resident who is a complainant of Sexual Violence. These should be suggested but not forced onto a resident – it is their decision.



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Medical Support

1. Communicate the importance of medical attention to the resident and discuss if assistance is needed at this time.
 - a. Medical attention for sexual assault complainants is vital for detecting and treating a range of medical concerns, including sexually transmitted infections, pregnancy, and both apparent and internal injuries.
 - b. Ideally people who have alleged being the complainant of sexual assault should be seen as soon as possible to address these health concerns.
2. This can be provided by the Canberra Hospital's Forensic and Medical Assault Care (FAMSAC).
 - a. FAMSAC provides forensic and medical sexual assault care to people who have been sexually assaulted.
 - b. FAMSAC provides a 24-hour, 365 day a year on-call service. Access to the on-call doctor is through:
 - Canberra Rape Crisis Centre (CRCC), or
 - Canberra Sexual Health Centre (CSHC), or
 - Canberra Hospital – switch board is available 24 hours; or
 - Australian Federal Police.
 - c. A medical examination is offered to all FAMSAC clients in day time hours. In addition, forensic examination can be conducted if the client presents within the appropriate time frame.

NB.

 - A forensic medical examination may be conducted up to 5 days after a sexual assault.
 - Forensic specimens may be collected and stored at FAMSAC for a period of 2 weeks after their collection.
 - d. This time frame gives the client time to make a decision about whether to proceed with the legal pathway.
 - e. Emergency contraception is available from them, if required.

NB.

 - It is extremely efficacious if given within 48 hours of unprotected sex. It may be given up to 120 hours after unprotected sex.

Counselling

1. Communicate the importance of counselling to the Resident and discuss if assistance is needed at this time.
 - a. A counsellor can also accompany the Resident to College meetings, such was when they are making the report to the College.
2. Canberra Rape Crisis Centre
 - a. The Canberra Rape Crisis Centre is the specialist service within the ACT and has expertise in working with people who have made allegations of sexual assault. This includes providing crisis and ongoing counselling support, information about medical options, legal options, victim's compensation through to court preparation and court support.
 - b. The student can use the centre without reporting the allegations to the police. The services are free and confidential.



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- c. Direct referral to Canberra Rape Crisis Centre is possible between 7am -11pm seven days per week.
 - After 11pm a counsellor can be contacted by contacting FAMSAC or the police.
3. ANU Counselling Centre or a Private Provider (Both - During Business Hours)
 - a. The ANU Counselling Centre also provides counselling and referral for ANU students who have experienced sexual violence. This can be complementary to counselling provided by Canberra Rape Crisis Centre or if the ANU student prefers to seek counselling on-campus.
 - b. If an ANU student attends the Counselling Centre the counsellor will:
 - Provide a safe, supportive environment for the student to discuss any concerns,
 - Establish that the student is aware of their options for support
 - Provide information as required,
 - Facilitate access to other services according to the student's decisions,
 - Provide ongoing counselling if preferred by the student (within the guidelines of service).
 - c. The ANU Counselling Head of Centre (or delegate) is also available for consultation about allegations of sexual assault and harassment.
4. The College Counsellor is available to assist residents as they deal with the trauma of their experience or to support and guide them through the disclosure or formal report processes.
 - a. The College counsellor is part-time and only available on the days when they are at College.
 - b. The College Counsellor is not available for long term support of a complainant, this is the role of ANU Counselling or an outside Counsellor.

Police / Legal

1. Sexual Harassment and Sexual Assaults are criminal actions that can be investigated thoroughly by the Police and when there is sufficient evidence can lead to criminal charges being laid against the perpetrator.
 2. The decision to proceed with making a complaint to the Police is the decision of the resident who has alleged the sexual assault.
 - a. The Canberra Rape Crisis Centre can provide information for residents considering reporting the sexual assault.
 3. The Police require the complainant to make a report and then make a statement before they can investigate the complaint.
 4. When charged the perpetrator would then have to face court to answer the charges.
5. The Process to be Followed by the DHOC Managing a Formal Report of Sexual Assault or Harassment Incident from a Resident

Initially the DHOC will follow the steps 1-5 in (4) above and will then continue with the following steps.

Step 6: The College Disciplinary Process (if required)

- a. If the complainant makes a formal report the College will begin the Disciplinary Process which will be carried out according the College's Resident Behaviour Policy and Procedures. Both parties need to be aware that:
 - i. This process is not a detailed investigation – that is for the Police to do.



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- ii. It is not the intent of the process to find anyone guilty or innocent.
 - iii. In any of its disciplinary processes the College does not make a determination about the ultimate facts of the issue. It makes a reasonable decision based on the information it has at hand.
 - iv. The College has obligations to both parties; the complainant and the person complained about.
 - v. Both parties will be affected by the process and neither party may be satisfied by the final outcome.
- b. During the disciplinary process, the College shall use two staff members:
- i. One designated staff member to work with and support the complainant and their supporters.
 - ii. One designated staff member to work with and support the person complained about and their supporters.
 - iii. These two staff members shall co-ordinate their activities under the overall supervision and direction of the DHOC.
- c. To provide justice to all parties the aim of the process is to:
- i. Clarify any information that can be provided by any witnesses that are known and from any College CCTV footage.
 - ii. Provide an opportunity for the complainant and the person complained about to give their version of events.
 - iii. Ensure both parties are treated fairly and properly.
 - iv. Decide on what action the College needs to take against those involved.
- d. When deciding on the outcome of the disciplinary process and any follow-up actions, the DHOC will decide:
- i. If there has been an infringement of the College's policy.
 - ii. on the appropriate College response.
- e. The outcome and follow-up actions could include:
- College Decisions*
- i. Suspension or exclusion, and / or
 - ii. Movement of one or more residents to another form of accommodation, and / or
 - iii. A formal warning (being placed on Behavioural Probation), and / or
 - iv. Any other penalties outlined in the College Disciplinary Policy.
 - v. No Penalty.
- Support*
- i. Counselling, and / or
 - ii. Establishment of a follow-up plan, including ongoing monitoring and support to those involved in the incident,
 - iii. Debriefing for those involved in dealing with the critical incident,
 - This can be provided by College staff or ANU Counselling.
- f. As the College assessment process is not a detailed Police investigation it is possible that the end result is that the decision is "there is not enough information to justify taking any action". If this occurs the College will seek to find a resolution between the two parties.



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Step 7: Notifications

- a. The HOC is required to provide a written report to the DVC(A) of any critical incident or serious matter that may lead to suspension or expulsion as well as the proposed action – this includes when the College receives a formal report of sexual violence.
- b. For statistical reasons and ANU reporting requirements it is anticipated that in the future the College may be required to also report disclosures to ANU.
- c. When making either report (a) or (b)
 - i. The HOC will report the incident with no contact or personal identification details – thus ensuring privacy to those involved.
 - ii. The report will be used by ANU for statistical purposes and will only contain the nature of the incident and the location and date of occurrence.
- d. At the end of the formal report process the HOC is required to provide the DVC(A) with a summary of the incident and the College's response to the incident.

Step 8: The College Appeal Process

- a. After the decisions of the Disciplinary Process are finalised the complainant and the person complained about have the right to appeal the decisions to the HOC.
- b. An appeal can only be made on the following grounds:
 - i) The penalty imposed on the person complained about is too lenient or too severe. Thus, the decision is not a reasonable conclusion that could be drawn from the process.
 - ii) Parts of the College Policy were not followed, and this impacted on the decisions that were made.
 - iii) Information about the incident was known to the College and was not considered appropriately.
- c. This appeal must be lodged with the HOC within 72 hours of the original decision being handed down.
- d. The appeal must be in writing and must specify the grounds of the appeal and provide an explanation that supports their claim.
- e. The HOC will not reassess the incident but will consider the grounds of the appeal and the explanation provided in the appeal. For example, if the HOC decides that information was not considered appropriately, the HOC will assess the impact of this on the overall process and the decision made.

Step 9: The Rights of the Residents

- a. Regardless of the College outcome:
 - i) The residents are ANU students and are entitled to take the incident to ANU for them to deal with it under their policies and procedures. This option is available while the parties involved are still students at ANU.
 - ii) As sexual harassment and sexual assault are criminal acts, the complainant is entitled to take the incident to the Police at any time.

Step 10: Finalising the College Processes

- a. The College staff are required to document the process followed.
- b. At the end of the process the College shall collate and safely store of all reports related to the incident.



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Attachment A: SUMMARY OF CONTACTS FOR SERIOUS MATTERS

Emergency Services 000	Fire, Police, Ambulance (where there is immediate risk to life and safety of residents).
ANU Security 61252249 Or X 52249	<ul style="list-style-type: none"> For assistance during emergencies. For assistance with situations where safety may become an issue. For out of hours contact details for Registrar; Director University Accommodation; Head of Counselling; Student 21 access; Director Marketing and Communication etc.
AFP 131444	The Australian Federal Police are on call 24 hours a day. <ul style="list-style-type: none"> For cases that may constitute a criminal sexual offence, the Police should be contacted
Canberra Rape Crisis Centre 6247 2525	For counselling and advice on medical and legal issues. They also provide advice of compensation and preparing for court cases. They are open 7 days per week (7.00am to 11.00pm).
Canberra Sexual Health Centre 62442184	For advice on sexual Health issues, during business hours.
Canberra Hospital 6244 2222	The switch board is open 24 hours a day.
ANU Counselling Centre X 52442	Contact for assistance with the management of student and staff well-being following critical incidents.
ANU Health Centre 6125 3598	For medical support during business hours.
College Chaplains X56912	The College Chaplain can provide spiritual support and assistance with memorial services if required.
ANU Dean of Students X 54184	Provide advice in the management of harassment, discrimination, bullying, victimisation and vilification incidents.
1800 Respect 1800RESPECT 1800 737 732	This is a 24/7 National Sexual Assault, Domestic Violence and Family Violence Counselling Service. All calls are free and confidential. Their website is www.1800respect.org.au
Lifeline Crisis Support 13 11 44	This is a 24/7 crisis support and suicide prevention service. Their website is www.lifeline.org.au
Mensline 13000 789 978	This is a 24/7 professional telephone and online support and information service for Australian men. All calls are free and confidential. Their website is www.mensline.org.au