Guideline for responding appropriately to a disclosure of sexual harassment or sexual assault (sexual harm)

**Information and resources are available on** [**Safer Campuses**](https://federation.edu.au/safer-campuses)**.**

If there is an immediate security or emergency matter please contact or refer to:

<https://federation.edu.au/current-students/essential-info/administration/emergency-and-security>

**A student may choose to disclose to a staff-member for a variety of reasons:**

* They feel a sense of trust with that staff member
* The situation is urgent, and they need to tell someone immediately
* The staff member is the person they have the most contact with or access to or
* The staff person has (or appears to have) relevant decision-making or influencing power for the particular situation

**Your supportive response is important to give the student the best possible support and options.**

These guidelines are informed by CASA (Centre Against Sexual Assault) recommendations.

**If you are receiving the disclosure in person or by phone:**

**1. LISTEN**

* Listen and validate their experience.
* Remember to hold a non-judgemental attitude.
* Offer empathy rather than asking for details.
* Let them know that what they have told you is in confidence and that you will not share what has happened with anyone else without their consent.
* *If you believe there is a risk of harm to other students or staff you can make a de-identified disclosure to Student Equity and Inclusion who will advise further.*

**2. REFER**

* Ask if it would be ok to connect them with Student Equity and Inclusion team, which provides students with support with any sexual harassment or sexual assault.   
  Contact details: Student Equity and Inclusion: (03) 5327 8516; [equity@federation.edu.au](mailto:equity@federation.edu.au)
* Provide contact details for the free and confidential counselling services:
  + University services:
    - FedUni Counselling, 03 5327 9470, www.[federation.edu.au/counselling](http://../federation.edu.au/counselling)
    - The WellBeing Check In on-demand service 1300 687 399, Monday to Friday, 9am-5pm
    - Federation University Crisis Line 1300 758 109 or if outside Australia please send an SMS to +61 480 089 177 and request a call back. This service operates 4.30pm - 9am weekdays (AEST) and 24hrs on weekends and public holidays.
  + Community services:
    - * 1800RESPECT: 1800 737 732, or [1800respect.org.au](http://../1800respect.org.au)
      * Lifeline: 13 11 14, [lifeline.org.au](http://../lifeline.org.au)
      * QLife: 1800 184 527, [qlife.org.au](http://../qlife.org.au)
      * MensLine Australia: 1300 78 99 78, [mensline.org.au](http://../mensline.org.au)
      * Beyond Blue: 1300 22 4636, [beyondblue.org.au](http://../beyondblue.org.au)
      * **CASA:** [**www.casa.org.au/contact-us/**](https://www.casa.org.au/contact-us/)
* Ask if they would be ok with you seeking advice and that you can do that in a de-identified way (without using their name).

**3. SUPPORT**

* Remember that people have a choice to report or not. Your role as a first responder is to provide immediate emotional support and referral to appropriate services. Many will not want to go to the police or security. The Student Equity and Inclusion team can assist students if they wish.
* Do keep a confidential record of the conversation but do not share their story or their name without their consent. This is a breach of privacy.

**If you are receiving the disclosure by email**:

1. Write back to thank the person for sharing this with you, validate their experience and inquire about their safety
2. Affirm that it sounds like a very difficult experience and that you are here to support them
3. Let them know that you would like to connect them with the most appropriate supports
4. Provide them the contact for counselling and the local CASA and ask for permission to make an introduction to Student Equity and Inclusion as above.
5. Do not forward their email to anyone without their agreement. If you need to seek advice, contact Student Equity and Inclusion on (03) 5327 6461 or [equity@federation.edu.au](mailto:equity@federation.edu.au) and give a general indication of the situation but do not use the student’s name without their permission.

**Your own wellbeing**

Access support for yourself – hearing a disclosure can impact your wellbeing. For staff support contact the Employee Assistance Program (EAP) on 1300 687 327.

**IMPORTANT CONTACTS AND WEBSITES**

Safer Campuses: [www.federation.edu.au/safer-campuses](http://www.federation.edu.au/safer-campuses)

Student Equity and Inclusion: (03) 5327 6461 [equity@federation.edu.au](mailto:equity@federation.edu.au)  [www.federation.edu.au/equity](http://www.federation.edu.au/equity)

Counselling: 03 5327 9470; [www.federation.edu.au/counselling](http://www.federation.edu.au/counselling)

CASA: [www.casa.org.au/contact-us/](http://www.casa.org.au/contact-us/)

University services:

* + - FedUni Counselling, 03 5327 9470, www.[federation.edu.au/counselling](http://../federation.edu.au/counselling)
    - The WellBeing Check In on-demand service 1300 687 399, Monday to Friday, 9am-5pm
    - Federation University Crisis Line 1300 758 109 or if outside Australia please send an SMS to +61 480 089 177 and request a call back. This service operates 4.30pm - 9am weekdays (AEST) and 24hrs on weekends and public holidays.

Community services:

* + - * 1800RESPECT: 1800 737 732, [1800respect.org.au](http://../1800respect.org.au)
      * Lifeline: 13 11 14, [lifeline.org.au](http://../lifeline.org.au)
      * QLife: 1800 184 527, [qlife.org.au](http://../qlife.org.au)
      * MensLine Australia: 1300 78 99 78, [mensline.org.au](http://../mensline.org.au)
      * Beyond Blue: 1300 22 4636, [beyondblue.org.au](http://../beyondblue.org.au)
      * CASA: [www.casa.org.au/contact-us/](http://www.casa.org.au/contact-us/)

For staff support, Employment Assistance Program (EAP): 1300 687 327

For 24/7 security or emergency matters please contact or refer:

<https://federation.edu.au/current-students/essential-info/administration/emergency-and-security>

Emergency (life-threatening)

* **Ballarat, Berwick and Gippsland** - 1800 333 732 (1800 FED SEC)
* **Brisbane and Wimmera** – 000

**For security assistance (non-emergency situations), including** for escort services, wish to report an incident, or need some security advice:

* **Ballarat campuses** - extension 6333 or call 5327 6333
* **Berwick Campus** - extension 28555 or call 5122 8555
* **Brisbane Campus** - call 1300 136 102 and quote Site ID S183771
* **Gippsland Campus** - extension 26662 or call 5122 6662
* **Wimmera Campus** - call 5382 0560 or 0417 820 560