

GENDERED MISCONDUCT - SEXUAL ASSAULT & HARASSMENT ACTION PLAN

The aim of this plan is to provide a procedure for responding to a report of sexual assault or serious sexual harassment (e.g. acts of indecency and indecent assault) being disclosed to Club Executive at a Club event.

If a student reports an incident of sexual assault or serious sexual harassment in person at a Club Event, Arc recommends that the following actions are implemented. This plan also applies where the disclosure is made a significant time after the assault.

1. Assess immediate safety

It's always important to ask the complainant what they need or want to do, but if they don't know, make your best assessment to ensure their safety and wellbeing

- Do they need an ambulance or other medical assistance?
- Is removal from the event necessary?
- Are there any supports (e.g., family, friends, professionals) that they want contacted? Make sure they have access to a phone and privacy if needed.
- Do they need a safe place to sleep?

2. Establish Privacy

Establish the boundaries of privacy early in the conversation, for example:

- Before we continue to conversation, it's important that I let you know that I will treat anything you share with me as confidential within limits
- I may need to share information if you or someone else is at risk of serious harm
- If this is the case, I will let you know what steps I need to take.
- Do you have any questions?

3. Listen without judgment and treat the complainant with dignity and respect

- Don't ask a lot of detailed questions about the assault. Your role is not a counsellor or therapist
- Realise that you can't fix the situation, so don't try to fix it.
- Be patient and let them tell you as little or as much as they want at her own pace, without interrupting.
- Use active listening through body language (e.g., nodding, facing in their direction, sitting at eye level) and words (e.g., "I hear what you're saying").
- Respect personal space and avoid physical contact.
- Employ calming techniques (if necessary, i.e. complainant is hyperventilating):
 - Encourage slow deep breaths
 - Ask them to count backwards slowly from 100
 - Ask them to look around the room and name some of the objects in the room.
- Be aware of signs of shock (feeling cold, shivering and shaking). Offer something to keep them warm, like a blanket or jacket. If symptoms do not ease, call 000.
- If the disclosure is immediate, and the complainant is considering calling the police
 - Offer the support of a Sexual Assault counselling service who can advise and support them in making a report to the police (see next section)
 - Remind the complainant not to wash or change their clothes and avoid passing urine until they can provide a sample to a doctor.
- Suggested conversation starters:
 - Would you like to find somewhere quiet to talk?
 - I'm here to listen - take your time
 - I know it can be hard to talk about these things

4. Refer to appropriate services

It is important to offer options and resources, rather than giving advice or opinions. An individual who has experienced sexual assault or serious sexual harassment should be allowed every opportunity to exercise their agency and encouraged to seek health care and support immediately. **Don't promise what you can't deliver.**

All complainants can be referred to:

- 24hr counselling and medical service at a [NSW Sexual Assault Service](#) (the nearest services to UNSW Kensington and Paddington campuses are at Royal Prince Alfred Hospital, Camperdown) – this service is available for support relating to a recent (within 5 days) sexual assault or serious sexual harassment
- The Police (000) for emergencies, 131 444 for non-emergencies
- [MensLine](#) 1300 789 978
- [1800Respect](#) 1800 737 732 - open 24 hours
- Event Security (where relevant)

UNSW students can be referred to:

- [UNSW's Sexual Harassment, Assault and Misconduct reporting portal](#)
- [Counselling & Psychological Services](#) (02) 9385 5418 // counselling@unsw.edu.au
- [UNSW Health Service](#) (02) 9385 5425 // unihealth@unsw.edu.au
- [Arc Legal & Advocacy](#) (02) 9065 0900 // advice@arc.unsw.edu.au
- [Student Integrity Unit](#) (if the accused is a UNSW student) (02) 9385 8515 // studentconduct@unsw.edu.au
- [Campus Security](#) (02) 9385 6000 for General Security, 02 9385 6666 for Campus Emergency

More UNSW & external support resources can be found on the UNSW Website.

At no time should a complainant be forced into making a decision; their sense of personal control should always be supported and encouraged.

5. Protect confidentiality

Respect the complainant's right to privacy and confidentiality at all times (unless disclosure is required by law). It is their choice to report the assault to an investigative service or take further action.

A written incident report of the disclosure must be made to Arc Clubs, detailing the time and place the person presented, their physical condition, what they said, and what assistance was offered and taken (you can keep the identity of the complainant and other details about them confidential). These should be observations only and not judgments or opinions about the events described. The incident report is made online [here](#).

Reports made to UNSW's reporting portal can also be made anonymously and/or on behalf of the complainant, if desired.

Get advice if the complainant is under 18 years old, as you may be a mandatory reporter.

If you need support as a first responder, you can contact the [UNSW Counselling & Psychological Services](#), the [UNSW Health Service](#) on campus or [1800Respect](#) (1800 737 732).