

Sexual Assault and Sexual Harassment (SASH) Response Procedures

1. Governing Policy

Sexual Assault and Sexual Harassment Policy (SASH)

2. Purpose

These procedures outline the Adelaide college of Divinity's (ACD) processes for receiving and responding to reports of sexual assault and or harassment by members of the ACD community

3. Procedures

3.1. Reporting

- a. Any member of the ACD community is strongly encouraged to report any incident of sexual assault and or sexual harassment; this does not necessarily mean they want to make a complaint.
- b. All reports are treat confidentially; they are only shared if required by law or professional registration requirements.
- c. Reports are not shared with the person about whom the report is made; the report is only shared when the report becomes a complaint and the ACD determines the need to take action that will affect that individual.
- d. Third party reports may be made by members of the ACD community who believe they may have witnessed or have received a report from another person of a sexual assault and or sexual harassment incident.
- e. Third party reporting is not mandatory except when the incident involves a person under 18 years of age.
- f. Third party reporters will be asked if the person who experienced the sexual assault and or sexual harassment is aware of their intention to make a report, and whether they have given permission for them to be named. If permission is not given to be named the report must be de-identified.
- g. Reports can be made via the following:
 - In person, via email or over the phone to the nominated SASH officer, ACD EO or the Principal of their affiliated college.
 - Online reporting form

3.2 Making a Report

- a. The person who made the report will be offered support, which may include and exploration of their options; they do not have to accept any support offered.
- b. The person who experienced the sexual assault and or sexual harassment may choose from the following options:
 - Take no further action
 - Be offered advice and/ or support regarding informal resolution processes
 - Make a formal complaint to the ACD, and/or
 - Make an external complaint to the police

- c. The person who experienced the sexual assault and or sexual harassment maybe assisted in lodging a complaint if this is helpful or wanted by the person (the complaint must be in the person’s own words)
- d. The implementation of any interim measures as per the Sexual Assault and Sexual Harassment Policy (SASH) will be determined after consideration of all the factors by:
 - ACD Executive Officer
 - ACD Registrar
- e. If the implementation of interim measures is deemed necessary the ACD Executive Officer or the ACD Registrar will communicate this to the person who made the report and against whom the report was made.

3.3 Making a Complaint

- a. If a person who has experienced sexual assault and or sexual harassment wishes to make a complaint the ACD representative will assist the person to complete the complaint in their own words.
- b. If the complaint is of a criminal offense (sexual assault) the complainant will be offered supported and advised to make a police report. Police reports can only be made with the approval of the complainant unless they are under the age of 18 years.
- c. If complainant does not want to take any further action the ACD may at its discretion deem it necessary to take action to ensure the safety of the ACD community.
- d. Where a matter is reported to police or other agency, the ACD will cooperate fully with the enquiry. Any internal action may be paused on the advice of police or an external agency as appropriate.
- e. All complaints are referred to the ACD Executive Officer and or the ACD Registrar or nominated representative.

3.4 Record Keeping

- a. The ACD will maintain a record of all reports of sexual assault and or sexual harassment. These records will include:
 - Details of the alleged behaviour
 - Location date time of the incident
 - Actions and time frame taken to respond to the report
 - Any support offered and or received
 - Name of the discloser/complainant if consent given

4. Forms

Online reporting form sexual assault and or sexual harassment

5. Authorities

Approval Authority	Council
Responsible Officer	Executive Officer
Approval date	20 May 2021
Review Date	Default is 3 years after approval date