

LEADERS INFORMATION SHEET | 2023

DEMONSTRATING SUPPORT WHEN APPROACHED WITH A REPORT OF BEHAVIOURAL MISCONDUCT

IN AN EMERGENCY

For an emergency service response, dial triple zero (000)

For Campus Security contact (08) 8313 5444

Often individuals who have experienced behavioural misconduct will approach a trusted member of the University community to communicate what has happened to them. Providing support and assistance to an individual in these circumstances can have a positive impact on their experience. This information is designed to assist you to know what to say and how to respond in these circumstances.

As a leader receiving information of this nature, you also need to be mindful of your responsibility to ensure the appropriate areas of the University are notified of the matter, so that it can be recorded and, where appropriate, action taken.

You should be mindful of the impact providing support in these matters may have on you personally. If you do not feel able to provide support yourself, assist the person to get in contact with the Integrity Unit, or review the [Safer Campus Community website](#) and help them to identify a suitable alternative support option.

1. Providing immediate support

- Find a safe and private space to speak with them.
- Listen without judgement or without interrupting whilst they tell you what
- Allow them to express how they feel, acknowledge any emotional impact they are expressing, and reflect the words they use to describe the incident.
- Ask about their immediate safety – psychological and physical – on and off campus.
- Let them know you are sorry this has happened to them and state that it is not their fault.

- Tell them you will do what you can to help them (as outlined below).
- which are detailed on the [Safer Campus Community website](#).
- Explain they have options and that they can decide if, and when, to formalise their disclosure into a complaint.
- Advise them that you will connect them to the correct person to further discuss their choices about what will happen next (see section 2 below).

2. Report the incident to the Integrity Unit

- The University wants to know what has happened to allow us to address the issue where appropriate and ensure appropriate support is provided to the person who has made the report. The Integrity Unit is the central area for raising these concerns and will ensure that appropriate support is provided to the individual.

A **report** means a *disclosure* or a *complaint* of misconduct.

- A *disclosure* is made by a person who is seeking support or wants to report the incident, and who does not want the University to take action with the respondent in response to their report at this time.
- A *complaint* is a report made by an individual that wants the University to take action to address the concern raised.

Debriefing

If someone has disclosed their experience of behavioural misconduct to you, you

