

RESPECT. NOW. ALWAYS.

RESPONDING TO STUDENT DISCLOSURES OF SEXUAL VIOLENCE PROTOCOL

This summarises the 6 steps CSU staff are required to follow when responding to a disclosure by a CSU student of experiencing a sexual violence incident. Students may be disclosing sexual offence incidents that are current, recent or historic. Staff should use the following 6 steps to guide their response to all disclosures.

Step	Actions
1. Establish immediate safety	<p>If you or another person are in immediate danger call 000</p> <ul style="list-style-type: none"> then call CSU Security 02 633 86336 then follow the Critical Incident Response Group Procedure
2. Listen	<p>NB: your role is not to investigate, nor are you expected to be a counsellor. Listen to assess how to facilitate access to support needs (step 3) For immediate advice contact</p> <ul style="list-style-type: none"> CSU Hotline 1800 961 991 (business hours) CSU Sexual Assault Resource Group (business hours) – see full protocol document National Support Line 1800 572 224
3. Discuss options and facilitate access to service	<p>Counselling</p> <ul style="list-style-type: none"> Urgent CSU Counselling 1800 961 991 (business hours) Non-urgent CSU Counselling 1800 275 278 or Make an appointment National Support Hotline 1800 572 224 (24 hours) <p>Rape Crisis Centres - NSW Rape Crisis Centre 1800 424 017</p> <p>Police - 131 444</p> <p>Medical Assistance – local Accident and Emergency Department</p> <p>Lodge a CSU Complaint - ombudsman@csu.edu.au TEL 02 6933 4259 (see CSU Complaints Policy)</p> <p>Lodge a Misconduct allegation – Head of Campus (see Student General Misconduct Rule)</p>
4. Help them to regain control	<p>You can assist them by listening, trying to understand, providing information about options, and allowing them time and space to decide what to do.</p> <p>Provide them with printed copies of access details for the options discussed in step 4 of the Responding to student disclosures of sexual violence protocol</p>
5. Report the disclosure	<p>You are required to report all incidents affecting student wellbeing, including sexual assault and sexual harassment in the CSU Online Incident and Hazard reporting system If the student wishes to remain anonymous you will need to state this in your report and respect their stance in all communication.</p> <p>Please note that incident reporting is required even if you are reporting the incident in another way (such as through StarRes / complaint / misconduct etc)</p>
6. Debriefing	<p>Debriefing is important and may be addressed in a confidential way for staff through the Employee Assistance Program 1300 361 008 (24 hours)</p>