



## Sexual Harm Prevention and Response Policy

<b>Document ID</b>	<b>Sexual Harm Prevention and Response Policy</b>
<b>Category</b>	Governance
<b>Document Owner</b>	PEO
<b>Approved by</b>	Board of Directors
<b>Authorised by</b>	Board of Directors

### 1. Purpose

This policy outlines OneGlobe’s commitment to preventing and appropriately responding to incidents of sexual harm, including sexual assault and sexual harassment, in all institutional contexts. It ensures that affected individuals are treated with dignity and supported through trauma-informed, student-centred, and staff-informed processes.

### 2. Scope

This policy applies to all students, staff, contractors, visitors, and affiliates of OneGlobe. It covers behaviour occurring on campus, online, during work or study-related activities, and in other contexts involving members of the OneGlobe community.

### 3. Policy Statement

OneGlobe upholds a zero-tolerance approach to sexual assault and sexual harassment (SASH). The Institute is committed to providing a safe and respectful environment through prevention education, clear behavioural expectations, accessible reporting mechanisms, and effective support services. The safety and wellbeing of affected individuals is paramount.

### 4. Definitions

<b>Term</b>	<b>Definition</b>
Sexual Assault	Any unwanted sexual act or behaviour without consent, including rape and unwanted sexual touching.
Sexual Harassment	Unwelcome sexual advance, request for sexual favours, or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated.
Consent	Free and voluntary agreement to engage in sexual activity. Consent cannot be given when a person is asleep, unconscious, coerced, or under the influence.
Disclosures	A person’s communication that they have experienced sexual



	harm.
Formal Complaint	A written report that triggers an investigation or disciplinary response.
Trauma-Informed Approach	A method that recognises and responds to the psychological impact of trauma, ensuring fairness to both complainants and respondents.
Independent Review	Oversight of complaints or investigations by an external, impartial body or professional in sensitive or complex cases.

## 5. Principles

- 5.1 Safety First:** The immediate safety and wellbeing of the person disclosing or reporting harm will be prioritised.
- 5.2 Right to Choose:** Individuals may decide whether and how to disclose or report an incident.
- 5.3 Confidentiality:** Information is shared on a need-to-know basis and handled with sensitivity.
- 5.4 Non-Victim Blaming:** The institution acknowledges the courage it takes to come forward and will avoid judgement.
- 5.5 Procedural Fairness:** All parties involved in a complaint will be treated fairly, and investigations will be impartial.
- 5.6 Prevention and Education:** OneGlobe commits to proactive education to foster a culture of respect and prevent sexual harm.
- 5.7 Independent Oversight:** Sensitive or disputed cases may be referred to an independent reviewer to ensure fairness and confidence in the process.

## 6. Procedure

### 6.1 Prevention and Awareness

- Sexual harm prevention is embedded in orientation programs, staff induction, and student support materials.
- Respectful relationships, consent, and bystander training are offered regularly.
- Posters, signage, and online messaging reinforce a culture of zero tolerance for SASH - Annual consent education campaigns (e.g., workshops, online modules, awareness weeks) are implemented and participation rates are reported to the Board.

### 6.2 Making a Disclosure or Report



- Disclosures may be made verbally or in writing to the Student Wellbeing and Safety Officer or any trusted staff member.
- Reports can be made anonymously, though this may limit institutional action.
- Formal complaints must be submitted in writing and will initiate a formal investigation.
- Students and staff can report incidents that occurred off-campus if connected to OneGlobe activities.

### **6.3 Initial Response**

- The staff member receiving a disclosure must respond with empathy and refer the person to the Student Wellbeing and Safety Officer.
- Immediate safety concerns (e.g., risk of harm) are escalated through the Critical Incident Management Procedure.
- The individual is informed of support options, medical care, counselling, and reporting pathways (internal and external).

### **6.4 Investigation and Resolution**

- Investigations are undertaken by trained personnel who are impartial and culturally sensitive.
- The respondent is informed of the allegations and given an opportunity to respond.
- Support is offered to both parties throughout the process.
- Outcomes may include disciplinary actions, changes to study/work arrangements, or referral to police if criminal behaviour is involved - Where cases are complex or contested, OneGlobe may appoint an independent external reviewer to ensure impartiality.

### **6.5 Support Services**

- Free and confidential counselling is available for students and staff.
- Academic adjustments, leave of absence, safety planning, or alternative study/work arrangements are provided as needed.
- External referral options (e.g., 1800RESPECT, sexual assault services) are made available - Support services will also be made available to respondents to ensure procedural fairness and minimise the risk of undue harm.



## 6.6 Confidentiality and Record-Keeping

- All reports and investigations are treated confidentially.
- Records are maintained securely by the Compliance Manager.
- Reporting data (without identifying information) is reviewed to monitor trends and improve institutional practices.

## 6.7 Staff Responsibilities

- All staff must complete mandatory training on SASH awareness and response.
- Staff must report any risk to the safety of a student or staff member to the appropriate officer immediately.
- Managers are responsible for ensuring a respectful workplace culture and responding appropriately to reports.

## 6.8 Monitoring and Continuous Improvement

- The Board of Directors receives anonymised reports annually on SASH disclosures, training uptake, and prevention efforts.
- The policy and procedure are reviewed biennially or after any serious incident.
- Feedback is sought from survivors and stakeholders to strengthen the response system - Governance-level KPIs are established, such as training participation rates, timeframes for response, and number of prevention campaigns, with outcomes reported to the Board.

## 7. Version control

Version	Summary of changes	Approval Date	Review Date
1	Document Established	Board of Directors: Jul25	Jul 28

### Related Documents

- Student Code of Conduct
- Staff Code of Conduct
- Critical Incident Management Policy
- Complaints and Appeals Policy
- Staff Induction Policy



- Risk Management Policy
- Student Support Framework
- Equity, Diversity and Inclusion Policy

### Related Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- TEQSA Guidance Note: Preventing and Responding to Sexual Assault and Sexual Harassment (2021)
- Commonwealth Criminal Code
- Equal Opportunity Act 2010 (Vic)
- Respect. Now. Always. Framework
- National Code of Practice for Providers of Education and Training to Overseas Students 2018