

HOW TO RESPOND TO A DISCLOSURE OF SEXUAL ASSAULT OR SEXUAL HARASSMENT

DISCLOSURE

Listen with empathy, compassion, understanding and respect.

A disclosure must be treated **confidentially**, in accordance with the Sexual Assault and Sexual Harassment [Policy & Procedure](#)

Step 1

You must assess and ensure the immediate safety of the person making the disclosure

Step 2

For someone in immediate danger or requiring immediate medical attention, you must contact:

- Emergency Services (000), if appropriate; **AND**
- [Campus Security](#); **AND**
- a [Respect Officer](#) or PVC Student Experience.

The Respect Officer or PVC Student Experience will provide support and guidance about how to proceed.

OR

Where there is no immediate danger or need for medical attention, you must:

- encourage and assist the person to contact the University's [Counselling Service](#)
- give them copies of the Sexual Assault and Sexual Harassment Policy and Procedure – see [website](#)
- ask if they are willing to being contacted by a Respect Officer. Respect Officers have received specialist training on responding to disclosure of sexual assault and sexual harassment, and will provide information and coordinated support for the person making the disclosure

Step 3

If YES, contact a Respect Officer on your campus so they can connect with the person making a disclosure:

Fremantle

Rachel Fuller
(08) 9433 0879
fremantle.respectofficer@nd.edu.au

Sydney

Charlotte Armstrong
(02) 8204 4687
sydney.respectofficer@nd.edu.au

Broome

Maria Morgan
(08) 9192 0631
broome.respectofficer@nd.edu.au

If NO, you must provide the person making a disclosure with:

- a. contact details for a Respect Officer, so they can contact the Respect Officer later if they wish to do so
- b. information about University and external support services for people who have experienced sexual assault or sexual harassment – see [List of University Services and External Support](#) on the University website
- c. information about how to report the matter to police, if the person wishes to do so – see the [Sexual Assault & Sexual Harassment Procedure](#) (section 10) for further information
- d. information about how to formally report the matter to the University, if the matter relates to another member of the University – see the [Sexual Assault & Sexual Harassment Procedure](#) (section 10) for further information
- e. contact details for the Commonwealth Ombudsman, if the person making the disclosure is an international student

Step 4

You must complete a Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist (see [website](#)) and send it to a Respect Officer at your campus – within 24 hours

Note: If the University becomes aware of an incident of sexual assault or sexual harassment that has occurred on campus or at a University event, or if the matter relates to another member of the University community, the University may instigate its own actions to ensure the safety and security of individuals as well as the broader University community.