

# Sexual Assault and Sexual Harassment Procedure

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, staff, and relevant third parties (including Education Agents).		
Related Documents	Complaints and Appeals Policy Complaints and Appeals Procedure Critical Incident Policy Critical Incident Procedure Diversity, Equity and Inclusion Policy General Misconduct Policy General Misconduct Procedure Sexual Assault and Sexual Harassment Policy Student Support Policy Student Support Procedure Student Code of Conduct Staff Code of Conduct		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

## 1. Purpose

The Sexual Assault and Sexual Harassment Procedure gives effect to the Sexual Assault and Sexual Harassment Policy. The procedure outlines how incidents of sexual assault and sexual harassment are handled at IGI.

## 2. Definitions

Item	Definition
Consent	Permission or agreement. In the context of this policy, consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated, and giving consent means knowingly and freely agree to take part in sex or sexual activity.
Course	A structured sequence of study undertaken leading to the award of a diploma and degree.
Current student	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> <li>• they complete the course of study.</li> <li>• they withdraw from the course of study.</li> <li>• their enrolment is discontinued, or they are excluded from a course or study at IGI due to misconduct or other reasons.</li> </ul>

Item	Definition
	<ul style="list-style-type: none"> <li>they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.</li> </ul>
International student (or Overseas Student)	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
Sexual assault	Refers to a situation when someone forces another person to take part in a sexual activity with them without that person's consent.
Sexual harassment	Unwelcome sexual behaviour that's offensive, humiliating or intimidating. It can be written, verbal or physical, and can happen in person or online.

### 3. Scope

This procedure applies to all students and staff.

### 4. Procedure

#### Education and prevention

- 4.1 By raising awareness and educating IGI's community, IGI aims to prevent and minimise incidents occurring. IGI does this by:
- 4.1.1. Promoting expected behaviour at orientation.
  - 4.1.2. Raising awareness of the Student Code of Conduct, General Misconduct Policy and Sexual Assault and Sexual Harassment Policy.
  - 4.1.3. Promoting consequences for inappropriate behaviour at orientation (e.g. General Misconduct Policy).
  - 4.1.4. Regular education campaigns and programs on sexual violence, drug and alcohol prevention.
  - 4.1.5. Bystander, first responder and consent training provided.
  - 4.1.6. Transparent and timely processes for responding to complaints.
  - 4.1.7. Communication on expected behaviour.
  - 4.1.8. Widely publicised information on how to report sexual assault or sexual harassment (e.g. website, poster campaigns, access to support services).
  - 4.1.9. Continuous improvement of systems and processes to prevent recurrences of incidents.
  - 4.1.10. Risk assessments.

#### Immediate assistance

##### Emergency assistance

Emergency services (police and ambulance): **000**

##### Trained first responders for sexual assault and sexual harassment\*

Student Wellbeing Coordinator

Registrar

General Manager

\*If unavailable, students are encouraged to approach another trusted staff member that they are comfortable with.

#### Disclosure

- 4.2 A person is encouraged to disclose an incident of sexual assault or sexual harassment to the Student Wellbeing Coordinator. or another trusted staff member that they are comfortable with ("first respondent"). Individuals can expect their disclosure to be handled with compassion, understanding and confidentially.

- 4.3 The Student Wellbeing Coordinator (or trusted staff member) assesses the situation to ensure the immediate safety of all individuals directly or indirectly involved. Emergency assistance is sought for the immediate danger to health, safety or security of any person.
- 4.4 If there is no immediate danger, the first respondent promptly provides information on and access to support services (e.g. counselling and external support services), formal internal and external reporting options and academic / employment support as needed.

### Formal reporting - internal

- 4.5 A person may formally report an incident of sexual assault or sexual harassment against a member of IGI's community through formal complaint processes. The Student Wellbeing Coordinator can provide support to individuals through this process.
- 4.6 Students should lodge a complaint in accordance with the process outlined in the Complaints and Appeals Policy.
- 4.7 Staff should lodge a complaint in accordance with the grievance procedures outlined in the Employee Handbook.
- 4.8 Temporary measures such as suspension may be introduced against a person who has been accused of sexual assault or sexual harassment to protect the safety of the IGI community until the outcome of an internal investigation has been determined.
- 4.9 During the complaint process IGI has regard to:
  - safety and wellbeing being of the complainant and IGI's broader community;
  - desired outcomes of the complainant;
  - procedural fairness for all parties;
  - any criminal proceedings undertaken by police.
- 4.10 Allegations of misconduct against another student are fully investigated and afforded principles of procedural fairness.

### Formal reporting - external

- 4.11 Individuals are encouraged to report incidents of sexual assault and sexual harassment to the police as the internal investigation is not a substitute for a criminal investigation. IGI also recognises that some people may prefer not to do this and they will receive IGI's full support regardless.
- 4.12 Formal reports of sexual assault and sexual assault can be made in person at a local police station.
- 4.13 If a person decides not to formally report an incident to the police or have the matter investigated, they may choose to complete a [Sexual Assault Reporting Option \(SARO\)](#). A SARO questionnaire does not initiate a criminal investigation. Instead it's a record of what occurred in case a person decides to report at a later date and it can be used as a therapeutic tool during counselling sessions.
- 4.14 If a formal report is made to both IGI and the police, IGI may suspend the internal investigation pending the outcome of the police investigation.
- 4.15 Temporary measures such as suspension may be introduced against a person who has been accused of sexual assault or sexual harassment to protect the safety of the IGI community until the outcome of police investigation has been determined.
- 4.16 IGI may utilise the outcome of the police investigation in determining internal proceedings against a student.

### Confidentiality

- 4.17 IGI treats all disclosures of sexual assault and sexual harassment confidentially. No personal information or any other identifying information is disclosed unless consent has been obtained or the conduct disclosed is of a nature that legislation requires IGI to report the information.

## Record keeping and reporting

4.18 The Student Wellbeing Coordinator keeps confidential records that include:

- details of the incident;
- steps taken to respond;
- support offered;
- response timeframes;
- any feedback for process improvement.

4.19 De-identified data is stored in a confidential central register for monitoring, prevention and continuous improvement purposes.

## Complaints

4.20 A person who is dissatisfied with any aspect of the process may lodge a complaint in accordance with the Complaints and Appeals Policy (students).

## 5. 5. Roles and responsibilities

5.1 The Student Wellbeing Coordinator is a trained first responder for sexual harassment and sexual assault (and the recommended and first point of contact), and is responsible for coordinating support and assistance as required and keeping confidential records.

5.2 Students and staff are responsible for treating members of the IGI community with respect at all times and ensuring all interactions are free from harassment or discrimination.

5.3 IGI is responsible for:

- ensuring the policy and procedure are easily accessible and publicly available;
- ensuring procedures are transparent, equitable and free of cost; and
- providing timely responses and support to students.

## 6. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- TEQSA Guidance Note: Wellbeing and Safety

## 7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All