

Quick Reference Guide to

Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure

WHAT

Any unwanted behaviour that causes a student to feel

- threatened, harassed or intimidated, including,
- bullying, discrimination, harassment, sexual misconduct.

WHERE

It can have happened anywhere while engaged in University-related activities or with University community members.

(For matters impacting UniSQ students by non-UniSQ community members, and in activities unrelated to UniSQ, see overleaf for information on support available at UniSQ.)

ACCESS

- Advice and referrals
- Counselling support
- Welfare support
- Academic support
- Educational info & self-help



INFORMAL RESOLUTION

INDEPENDENT RESOLUTION

If safe and confident to do so, students can take steps to resolve matter themselves

ASSISTED RESOLUTION

If previously attempted independent resolution and the matter continues, contact Safer Communities or Wellbeing Team for advice to manage informally

When unsafe to self-manage or self-management was ineffective, make a disclosure to access support:

BULLYING, DISCRIMINATION OR HARASSMENT

Disclose to an appropriate peer or staff member in a safe space

Person receiving disclosure should listen without interruption and provide support options & maintain own self-care

SEXUAL MISCONDUCT

If in immediate danger, call 000 (if on campus, notify [Campus Security](#) (07) 4631 2222)

Person receiving disclosure should listen without interruption, validate the experience and distress, refer to specialists (medical, counselling) & maintain own self-care

Impacted person can disclose via online form or contact Student Wellbeing for information and support with next steps

Impacted person can access support services without making a formal report or complaint

Confidentiality will be maintained when there is no risk of harm



VERBAL DISCLOSURE



ONLINE DISCLOSURE



SHARE A CONCERN ONLINE FORM

SHARE A CONCERN ONLINE FORM

Use this [form](#) to disclose your concern and access confidential support. Your information will not be shared without your consent unless there is an immediate and serious risk or if a minor is harmed

Anyone can 'Share a Concern' on behalf of someone else, where possible with their knowledge or consent

Concerns can be shared anonymously when no action by the University is sought, but a record is made

WELLBEING SUPPORT OFFERED

Upon receiving an online disclosure, a member of the Wellbeing team will reach out to provide general information and support.

Meetings can occur in-person, by phone or video call

PROTECTIVE MEASURES

In addition to supports, where appropriate, the Associate Provost or nominee may implement protective measures to ensure safety and minimise trauma. This may include:

- on-campus escorts
- limiting access to facilities or activities
- designated parking
- work or academic modifications

Review dates & consequences for non-adherence (misconduct) disclosed to relevant parties

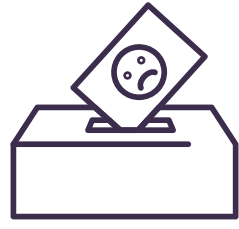
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When informal resolutions have been unsuccessful, and/or if the student asks to have the formal complaint process followed to address bullying, discrimination, harassment or sexual misconduct

Student can be supported by **Wellbeing Team** to make a formal complaint, assisting them to detail the incident and provide options for next steps

Students can choose to contact external supports, such as **police**, **1800RESPECT**, or **Qld Human Rights Commission**. UniSQ may have to suspend internal processes pending completion of criminal process. UniSQ won't make disclosures to police without consent, except where required by law or when risk to health, safety or wellbeing



FORMAL COMPLAINT



COMPLAINTS ABOUT STAFF BEHAVIOUR

Formal complaints against employees are managed according to relevant staff policies and procedures, typically referred to People Portfolio (HR)

COMPLAINTS ABOUT STUDENT BEHAVIOUR

Formal complaints about students are managed according to **Student General Conduct Policy** and **Student General Misconduct Procedure**

Allegations of discrimination, bullying, harassment or sexual misconduct are referred to the Associate Provost (or Delegate) to manage, including to promote safety and prevent further harm

All information submitted via Share a Concern online form and all information provided to be managed under this **Procedure** remains stored on a limited access database and only accessed by relevant staff by virtue of their role in the process, or as required by law, or when compelled to disclose to protect any person from risk to life, health or safety.

De-identified data will be used to monitor trends and systemic issues, improvements and prevention actions.



PRIVACY

The above Procedure explains how UniSQ can support students impacted by the behaviour of another UniSQ community member, within the context of UniSQ activities.

If a student is adversely impacted by another person's behaviour, even if the person and/or situation is unrelated to UniSQ, free and confidential support is available from Safer Communities:

SAFER COMMUNITIES is a free and confidential service providing students with information and specialist support related to unwanted behaviours from others.

This can be occurring in the home, in the workplace or in any area of a student's private life. Safer Communities can connect students with the right supports in the community and explore reasonable academic supports and adjustments, if needed.

Matters that Safer Communities can provide support for include:

- domestic & family violence
- sexual harassment
- sexual assault
- gender-based violence
- bullying
- discrimination
- harassment
- stalking
- physical assault
- online abuse
- child safety concerns
- any unwanted/inappropriate behaviour

Safer Communities can provide support to students who opt to make a formal complaint, though are not decision-makers in the formal complaint process. A student does not have to make a formal complaint to access support from Safer Communities.



National Student Ombudsman

NATIONAL STUDENT OMBUDSMAN

If a student is not satisfied with the outcome of the formal complaint process, the student can contact the National Student Ombudsman for further support in having their formal complaint resolved by this impartial and independent organisation. More information about this free service is available at www.nso.gov.au