

Guide to Student Sexual Assault and Sexual Harassment Policy and Procedure

If someone is at immediate risk or needs urgent medical assistance, use these Emergency Contacts:

On campus - (02) 9850 9999
Off campus - 000

This document contains information about the Student Sexual Assault and Sexual Harassment Policy and Procedure. It answers many of the most common questions which students or staff might have about support and reporting sexual assault or sexual harassment.

If you have a question which is not answered here, you can contact staff at Campus Wellbeing (T:9850 7497) or staff in the Respect.Now.Always. team (E:respect@mq.edu.au).

1. SUPPORT

If you have experienced sexual assault or sexual harassment, it is not your fault. You are not alone and there are support services which can help you. There are no time limits on seeking help or advice.

If you are a student at Macquarie who has been affected by sexual assault or sexual harassment, you can decide whether you want to share information with the University, or not. Seeking support does not lead to an investigation by the University.

1.1 How can I get support if I have experienced sexual assault or sexual harassment?

You can get support at Macquarie University or off-campus. You can see a psychologist at Macquarie University Campus Wellbeing, or a psychologist or counsellor at an external service. Campus Wellbeing staff can tell you about support available with study, accommodation, finances or seeking referrals to legal advice.

1.2 Can I ask for adjustments to my study?

Seeking support may enable you to ask for study adjustments, such as changes to your study timetable. If you would like to talk about study adjustments, contact Campus Wellbeing.

1.3 Can I ask for adjustments to the study of other students?

Seeking support may enable you to ask for changes to your study arrangements. However, these adjustments may not include measures in relation to other students. If you would like to find out more about measures relating to other students, see the relevant sections of the **Student Sexual Assault and Sexual Harassment Policy and Procedure**.

1.4 Will the University know if I seek support?

Seeking support to discuss sexual assault or sexual harassment is not the same as making a report to the University. If you want the University to know about what you have experienced, or you want the University to take action, you will need to make a

report. Please see **Section 2** of this document for more information about making a report.

1.5 Are there support services for specific social groups?

Evidence shows that sexual assault and sexual harassment disproportionately affect people who are members of distinct social groups. These groups include, but are not limited to, people who identify as: Aboriginal and Torres Strait Islander, culturally and linguistically diverse, LGBTQIA+, living with a disability, and women.

There are many external services which provide confidential support to specific social groups. See part 1 of the **Procedure** for contact details.

1.6 How can I help support someone who tells me they have been affected by sexual assault or sexual harassment?

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Your response to a disclosure of sexual assault or sexual harassment is important. Your response may affect someone's ability to cope, to seek further help, or report what has happened.

You are not alone in responding. You can contact Campus Wellbeing if you would like some help with how best to respond.

If you are responding to a disclosure you should:

- Consider the safety of the person disclosing to you, and your own safety. If you have experienced sexual assault or sexual harassment yourself, you may feel that you are not the best person to disclose to. You can respectfully suggest that they contact one of the services listed in part 1 of the Procedure;
- Refer the person disclosing to support services listed in part 1 of the Procedure;
- Respect the decisions made by the person who has experienced sexual assault or sexual harassment about what to do next.
- Show compassion to the person who is disclosing to you by acknowledging that it is not their fault and show that you believe them.
- Look after yourself. You can contact Campus Wellbeing (if you are a student) or the Employee Assistance Provider (if you are a staff) if you would like support.

2. REPORT SEXUAL ASSAULT OR SEXUAL HARASSMENT

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2.1 How can I report sexual assault or sexual harassment to the University?

You can use [Report Inappropriate or Unwanted Behaviour](#) to report these behaviours. You can make an anonymous report, or you can provide your contact details when you make a report.

2.2 What should I do if I can't access [Report Inappropriate or Unwanted Behaviour](#)?

If you are a student and cannot access [Report Inappropriate or Unwanted Behaviour](#), there are two alternative ways to make a report;

- 1) you can download and complete the Word document on the [Respect.Now.Always. website](#), and email it to respect@mq.edu.au; or
- 2) Campus Wellbeing staff can help you complete either an anonymous report, or a report with contact details, using [Report Inappropriate or Unwanted Behaviour](#).

2.3 When can I use [Report Inappropriate or Unwanted Behaviour](#)?

- a) you have experienced sexual assault or sexual harassment
- b) you have witnessed sexual assault or sexual harassment involving members of the Macquarie University community; or
- c) someone from the Macquarie University community has told you about their experience of sexual assault or sexual harassment.

2.4 Who can use [Report Inappropriate or Unwanted Behaviour](#)?

I am a...	I want to report...	Can I use Report Inappropriate or Unwanted Behaviour ?
Student	behaviour of students	Yes
Student	behaviour of staff	Yes
Student	behaviour of member(s) of the public	Yes*
Staff	behaviour of students	Yes
Staff	behaviour of staff	No**
Staff	behaviour of member(s) of the public	Yes*
Member(s) of public	behaviour of students or student organisation	Yes
Member(s) of public	behaviour of staff	Yes
Member(s) of public behaviour	behaviour of another member of public	Yes*

*If Macquarie University students or staff are affected, or the incident occurred during a University activity or on University premises **Consult your supervisor or HR manager for guidance on reporting

Approved by Vice-Chancellor 9 May 2019

Amended 15 Sept 2021 – References to RNA Online Report updated to [Report Inappropriate or Unwanted Behaviour](#)

2.5 Can I make an anonymous report to the University?

Yes, you can make an anonymous report if you want Macquarie University to know that something has happened, but you do not want to share your name or contact details. If you choose to make an anonymous report, the University is limited in the follow-up action it can take.

When you submit an anonymous report using [Report Inappropriate or Unwanted Behaviour](#), you will receive a submission reference number, for your records. If you decide that you want to provide your contact details or follow up on your report, use your submission reference number when you contact staff.

2.6 What is a report with contact details?

A report with contact details includes the name and contact information for the person making the report and/or the person who experienced the behaviour.

If you have submitted a report with contact details and you have not received a response after 3 business days, please contact respect@mq.edu.au.

2.7 Where is the information in reports stored?

Information provided in reports is stored on servers located in Australia. It is the responsibility of the University to ensure that any information provided in a report is secure.

2.8 I am an international student. If I report sexual assault or sexual harassment, will my visa be affected?

No, if you choose to report an incident of sexual assault or sexual harassment your visa will not be affected.

2.9 Can I report something that happened on exchange, placement, or field trip?

Yes, you can report any experience of sexual assault and sexual harassment that has occurred.

2.10 I am a postgrad coursework/HDR student. Can I make reports to the University?

Yes, all students at Macquarie can report sexual assault and sexual harassment to the University using [Report Inappropriate or Unwanted Behaviour](#) or the ways listed in **Question 2.2** of this document.

2.11 Can students living in University accommodation make reports to the University?

Yes, incidents occurring in University accommodation can also be reported to the University using [Report Inappropriate or Unwanted Behaviour](#) or the ways listed in **Question 2.2** of this document.

2.12 What should I do if I want to report behaviour which I witnessed or heard about?

You can report to the University on behalf of another person using [Report Inappropriate or Unwanted Behaviour](#). You should discuss making a report with the person who experienced the behaviour, if possible. Any decision to report sexual assault or sexual harassment to the University is best made with the agreement of the person who experienced the incident(s).

When using [Report Inappropriate or Unwanted Behaviour](#) to make a report on someone's behalf, do not provide their contact details (such as name or contact phone number) unless they have given you permission to provide their information. You can provide your contact details when you make a report about someone else, or you can make an anonymous report.

2.13 What will happen if I provide my contact details when I report on behalf of someone else?

Staff from Campus Wellbeing and/or the Respect.Now.Always. team will contact you. This may help you to assist the person who experienced the incident.

2.14 Do I have to report to the Police or another external organisation?

Macquarie University recognises that the decision to report to an external organisation can be difficult; many people who have experienced sexual assault and sexual harassment do not want to report their experience externally.

If you would like to talk about reporting to NSW Police, you can contact a specialist sexual assault service to talk about this confidentially. See part 1 of the **Procedure** for contact details. If you are a student, you can also discuss reporting to the Police with Campus Wellbeing. Your discussion with Campus Wellbeing is confidential.

2.15 How can I report to NSW Police?

There are two ways to report an incident of sexual assault to the NSW Police.

If you want the Police to consider investigating your report, you should make a report to your [nearest Police station. You can find a list of NSW Police stations here.](#)

If you wish to report an incident of sexual assault to NSW Police, but you do not want an investigation to occur, you can complete the [Sexual Assault Reporting Options \(SARO\)](#) questionnaire. The SARO questionnaire can be completed anonymously, should you choose to do so. Submitting the SARO questionnaire will not result in the commencement of a criminal investigation. However, the information may be used in relation to other investigations. If, after completing a questionnaire, you decide to make a formal complaint to the Police, you can still do so at your nearest Police Station.

2.16 Where else can I report sexual harassment?

You can make a complaint about sexual harassment to the [NSW Anti-Discrimination Board](#) or to the [Australian Human Rights Commission](#), to ask that these organisations investigate and help resolve the problem.

2.17 If I report to the Police, or another external organisation, will they tell the University?

If you report to an external organisation, they will not share information with the University. If you would like the University to assess and respond to an incident, you will need to make a report to Macquarie University.

3. UNIVERSITY RESPONSE TO REPORTS

3.1. What does the University do in response to reports?

See **Section 5 of the Procedure** to see what staff at the University will do if a report is received.

3.2 Will I be consulted about what happens when I make a report?

If you provide your contact details, staff from the RNA team will discuss with you what you want to happen in relation to your report. This information will be taken into account when developing a University response.

3.3 Will information I give in a report always be kept confidential?

In some cases, the University may have to share information from your report. See the **Policy** to read about when the University is obliged to share information.

If there is no legal requirement to share information in your report, then it can only be shared with staff who need to know, so they can respond to the report. See the **Procedure** for more information about this.