

# Guide to Student Sexual Misconduct Prevention and Response 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

**For support, reach out to Student Wellbeing at:**

T: +61 (02) 9850 7497 (During business hours)  
E: [wellbeing@mq.edu.au](mailto:wellbeing@mq.edu.au)  
After hours support and assistance: 1800 CARE MQ (1800 2273 67)

This document contains information about the Student Sexual Misconduct Prevention and Response Policy and Procedure. It answers the most common questions that students or staff might have about seeking support and reporting sexual misconduct including sexual assault and sexual harassment.

If you have a question that is not answered here, you can contact staff in the Respect.Now.Always. team (E: [respect@mq.edu.au](mailto: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 that 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 Student Wellbeing, or a psychologist or counsellor at an external service. Student Wellbeing staff can tell you about support available for concerns about study, accommodation, finances or seeking referrals for 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 Student 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 own study arrangements, but not in relation to other students. If you would like to find out more about measures relating to other students, refer to 'Interim measures' in section 2 of the Student Sexual Misconduct Prevention and Response 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: First Nations, 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?

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 Student 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 Student Wellbeing (if you are a student) or the Employee Assistance Provider (if you are a staff) if you would like support.

## 2. REPORT SEXUAL MISCONDUCT

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

You can use the [Inappropriate Behaviour Reporting form](#) online to make a report of sexual misconduct. 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 the Inappropriate Behaviour Reporting form?

If you are a student and cannot access the [Inappropriate Behaviour Reporting form](#), you can contact Student Wellbeing (T: +61 (02) 9850 7497 E: [wellbeing@mq.edu.au](mailto:wellbeing@mq.edu.au)) who can help you complete either an anonymous report, or a report with contact details, using the Inappropriate Behaviour Reporting form.

### 2.3 When can I use Inappropriate Behaviour Reporting?

- 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 Inappropriate Behaviour Reporting?

I am a	Reporting about	Inappropriate Behaviour Reporting
Student	Student	Yes
Student	Staff	Yes
Student	Member(s) of public	Yes
Staff	Student	Yes
Staff	Staff	Yes**
Staff	Member(s) of public	Yes*
Member(s) of public	Student	Yes
Member(s) of public	Staff	Yes
Member(s) of public	Member(s) of public	Yes*

\*If Macquarie University students or staff are affected and/or the incident occurred during a University activity or on University premises.

\*\*Consult your supervisor or HR manager for further guidance on reporting.

### 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 Inappropriate Behaviour Reporting, 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 [wellbeing@mq.edu.au](mailto:wellbeing@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 that 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 Student Wellbeing will contact you within three (3) business days. 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 Student Wellbeing. Your discussion with Student 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 search for your nearest Police station 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 3 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, Student Wellbeing staff 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. Refer [Section 2 of the Policy](#) under 'Privacy and Confidentiality' to learn 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.