

LEADERS INFORMATION SHEET | 2023

DEMONSTRATING SUPPORT WHEN APPROACHED WITH A REPORT OF BEHAVIOURAL MISCONDUCT

IN AN EMERGENCY

For an emergency service response, dial triple zero (000)

For Campus Security contact (08) 8313 5444

Often individuals who have experienced behavioural misconduct will approach a trusted member of the University community to communicate what has happened to them. Providing support and assistance to an individual in these circumstances can have a positive impact on their experience. This information is designed to assist you to know what to say and how to respond in these circumstances.

As a leader receiving information of this nature, you also need to be mindful of your responsibility to ensure the appropriate areas of the University are notified of the matter, so that it can be recorded and, where appropriate, action taken.

You should be mindful of the impact providing support in these matters may have on you personally. If you do not feel able to provide support yourself, assist the person to get in contact with the Integrity Unit, or review the [Safer Campus Community website](#) and help them to identify a suitable alternative support option.

1. Providing immediate support

- Find a safe and private space to speak with them.
- Listen without judgement or without interrupting whilst they tell you what has happened to them.
- Allow them to express how they feel, acknowledge any emotional impact they are expressing, and reflect the words they use to describe the incident.
- Ask about their immediate safety – psychological and physical – on and off campus.
- Let them know you are sorry this has happened to them and state that it is not their fault.

- Tell them you will do what you can to help them (as outlined below).
- Provide them with information about the University's support services, which are detailed on the [Safer Campus Community website](#).
- Explain they have options and that they can decide if, and when, to formalise their disclosure into a complaint.
- Advise them that you will connect them to the correct person to further discuss their choices about what will happen next (see section 2 below).

2. Report the incident to the Integrity Unit

- The University wants to know what has happened to allow us to address the issue where appropriate and ensure appropriate support is provided to the person who has made the report. The Integrity Unit is the central area for raising these concerns and will ensure that appropriate support is provided to the individual.

A **report** means a *disclosure* or a *complaint* of misconduct.

- A *disclosure* is made by a person who is seeking support or wants to report the incident, and who does not want the University to take action with the respondent in response to their report at this time.
- A *complaint* is a report made by an individual that wants the University to take action to address the concern raised.
- Advise the individual that you will notify the [Integrity Unit](#) with the information they have provided and reassure them that you will not disclose their personal information without their consent.
 - If they are comfortable with their identity being provided, staff in the Integrity Unit will contact them with more information about their options.
 - If they are not comfortable with you providing their identity to the Integrity Unit, you should make a deidentified report to the Integrity Unit by contacting the [Integrity Unit](#) on 8313 0609 or e-mail integrityunit@adelaide.edu.au.
 - If they prefer, they can report the matter to the Integrity Unit directly by completing the online form on the [Safer Campus Community website](#), or by phone 8313 0609 or email integrityunit@adelaide.edu.au.

Debriefing

If someone has disclosed their experience of behavioural misconduct to you, you may find it helpful to talk to an appropriately qualified person afterwards. Debriefing is an opportunity to receive emotional and psychological support following a stressful event.

Staff, titleholders and registered volunteers can access the [Employee Assistance Program](#) and students can access the [University counselling service](#). Debriefing options specific to reports of sexual misconduct are outlined below.

3. Sexual misconduct specific support

There are some additional things to consider when providing first responder support to someone who has experienced or witnessed sexual misconduct.

- This [quick reference postcard](#) may help you provide first responder support to staff, colleagues, students or peers. This can be printed or downloaded onto your desktop.
- In addition to the information in sections 1 and 2 above, there are support services that specialise in sexual misconduct, such as the University's [sexual assault specific counselling support](#) for students, as well as external services like [Yarrow Place](#) or emergency and medical services.
- Explain they have options and are in control of what to do next, including making a report the University, and/or reporting to the police. If they are under 18, inform them of your obligation to make a [mandatory report](#).
- The University offers regular face to face [Brief Recognise and Respond \(to SASH disclosures\) training](#) for both staff and students, which provides education and guidance on what to do if someone makes a report or disclosure to you.
- '*Sexual Harassment and Sexual Assault: What are the drivers and how can staff respond*' staff training is available to all staff via MyUni and is a mandatory [induction module](#) for all new fixed term and continuing University staff.

Debriefing

Both staff and students can call [1800 RESPECT](#) (1800 737 732) for phone or web based debrief support or counselling following a report of sexual misconduct.

4. Providing ongoing support as a Leader

Following an initial report about behavioural misconduct, the person who approached you may still require ongoing support from you as their Leader, separate to what is provided by a counselling, or other formal support, service.

This could include things such as:

- regular check-ins on how they are managing at work or with study, and whether they need connection to internal or external support services (details on these can be found on the [Safer Campus Community website](#))
- discussions about possible precautionary measures that could be implemented to increase their feeling of safety at work, such as temporary changes to work location/environment, flexible working arrangements or adjusted reporting relationships. Further details on these can be discussed with the [HR Advisor](#) in your area for staff, or [Student Life](#) for students.

It is important to allow the person to guide the type and amount of support they would like. Ways to do this include:

- asking them if they would like regular wellbeing check-ins, which could be provided by a range of supports available, both within or external to the University
- inviting them to approach you or schedule a meeting with you if they feel they need to talk with you
- in an existing one on one meeting about work or study, asking how they are going, and whether there is anything more they would like to discuss with you, or whether they would prefer you to not check-in about the incident in the future.

Being open, respectful and kind is the foundation for a supportive working relationship. Everyone has different needs and ways of navigating challenges, both in their work and personal life. As a Leader, you can recognise this and genuinely ask how someone is going, and then respect the level of detail in their response. If you are unsure what to say, focus on listening.