



How to report an incident and where to get help

HARRASSMENT, BULLYING, UNLAWFUL DISCRIMINATION

STUDENT

- Seek support from a trusted source such as a family member, counsellor, campus pastor, student support team member, or an external provider
- Advised to limit the number of people you inform so that any investigations are impartial
- Report incident by making a complaint using the [Complaint and Grievance Form](#) → this can be done independently, or with the help of a trusted AC staff member (such as a student support team member or first responder)
- If you are not satisfied with the way your complaint is dealt with, you can seek further advice from an outside agency such as the [Human Rights Commission](#) or the Equal Opportunity Commission ([ACT](#), [NSW](#), [NT](#), [QLD](#), [SA](#), [TAS](#), [VIC](#), [WA](#)) or other relevant government agency

STAFF MEMBER

- Seek support from a trusted source such as a family member, counsellor, campus pastor, or an external provider
- Advised to limit the number of people you inform so that any investigations are impartial
- Report the incident to your manager or the Human Resources Officer, or if the alleged perpetrator is a manager then the report should be made to a senior manager or the VPO.
- If after reporting to your manager, HRO or senior manager, you are not satisfied with the issue is dealt with please refer to the [Staff Grievance Resolution Policy](#) for your next steps.
- You may also seek further advice from an outside agency such as the [Human Rights Commission](#) or the Equal Opportunity Commission ([ACT](#), [NSW](#), [NT](#), [QLD](#), [SA](#), [TAS](#), [VIC](#), [WA](#)) or other relevant government agency

CRIMINAL OFFENCES: physical molestation or assault, indecent exposure, obscene communications (including e-mail), sexual assault, rape, stalking

Students and staff members are directed to follow the procedures listed above to make an internal complaint.

Students and staff members may choose to report the incident to the police. In the case of an emergency please dial 000 for the police, fire or ambulance. If the situation is not an emergency please call your local police station or you can make a report in-person at your nearest station. You may wish to make a formal report, or draw upon the informal or anonymous reporting options offered by the different state police forces. You can take a support person with you when making a report to the police.

REGISTER OF FIRST RESPONDERS

The following individuals are all Alphacrucis staff members and have been trained to respond to a report of sexual misconduct.

First responders will:

- Support you by listening to what you choose to share – their first priority is your wellbeing
- Show you the available support services
- Show you how to report – to Alphacrucis and to the police
- Maintain confidentiality of the complainant and the accused except for reporting to College Health & Safety Officer and police (where legally required)

Sydney & National - Bethany (Student Support Team) studentsafety@ac.edu.au

SUPPORT SERVICES

Rape and domestic violence services Australia

NSW Rape Crisis **1800 424 017** Available 24/7

Domestic & Family Violence Counselling Service **1800 222 387** 8am-8pm AEST Monday – Friday

Sexual Assault Counselling Australia **1800 211 028** 8am – 11pm AEST

Online counselling <http://www.rape-dvservices.org.au/Get-Help/Our-Services/Online-Counselling>

RESPECT

1800 737 732 Available 24/7

Online counselling <https://chat.1800respect.org.au/webmodules/chat/initialinformation.aspx>

Services specific to states <https://www.respect.gov.au/services/>

SUPPORT FOR THE ACCUSED

Pastoral care – please contact the *Director of Student Services*, Andrew, at andrew.mellor@ac.edu.au

Academic support – complete the [Student Affairs Committee Application Form](#) to request a late withdrawal or extensions. The committee will decide whether to grant you a late withdrawal or extensions based on your individual case.