



# Reporting Party Guide for Formal Reports

## Who is this guide for?

This guide provides information for someone who wishes to make a formal report to College for breaches of St Andrew's College Policies. This policy covers all college members; students and staff.

You might

- Have already made a formal report to College
- Be thinking about making a formal report to College
- Have witnessed or been involved in an incident that made you feel uncomfortable
- Be unsure or unclear that a breach has occurred
- Be seeking further information

## What happens when I make a formal report?

- The Principal acts on any safety risks
- The Principal appoints an investigator
- The Principal will take no further action until the investigation is completed
- The responding party is informed that there has been a formal report made concerning them
- A safe and private space is chosen for interviews (on/off site)
- The reporting party is interviewed first (if possible)
- All other involved parties and witnesses are interviewed individually by the investigator
- The investigator will make written notes during the interview
- Copies/screenshots of any communication relating to the incident may be requested
- Individuals may be interviewed more than once
- The investigator writes a report with recommendations for the Principal
- The Principal makes a formal report to Council
- The responding party may make a written submission to the Council
- The Council deliberates on advice from the Principal.
- The outcome is reported to the reporting and responding parties and the College community if needed

## Do I have to go to my interview by myself?

No. You can bring along someone to support you in your interview. We can appoint you a support person (Chaplain, Pastoral Leader or House Committee member) or you can choose your own support person.

## What are some of the possible outcomes?

- No further action
- Pay a fine
- Be banned from events

- Suspension
- Expulsion

### Can I record my interview?

No. You may not record your interview. You can ask for a copy of your interview notes made by the investigator during your interview. You cannot obtain the final report.

### Can I report the incident to anyone else?

Yes. We will support you if you choose to make an external report, including to the police. This can happen at any time.

### Can I change my mind?

Yes. You may change your mind and withdraw from the process at any stage, within the bounds of safety.

### What if I'm not sure what to do?

You can talk to one of the Respectful Relationships Officers before making a formal complaint. During the investigation, the investigator will discuss your rights, the process and your options.

### Will the investigation be confidential?

The investigation, any copies or screenshots of communication, the investigator's final report and the Council's decision are all confidential, within the bounds of safety. They will not be shared with anyone unless someone is at risk of harm.

### Will the police be contacted?

No. We are not a mandatory reporter and will not make reports on your behalf. You will not be forced to make a report.