



Responding Party Guide for Formal Reports

Who is this guide for?

This guide provides information for anyone who has had a formal report for breaches of St Andrew's College Policies made against them.

What happens when a formal report is made?

- The Principal acts on any safety risks
- The Principal appoints an investigator
- The Principal will take no further action until the investigation is completed
- You are informed that a formal report has been made concerning you
- A safe and private space is chosen for interviews (on or 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 (you) 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

Can I refuse to be interviewed?

Yes. You can refuse to be interviewed. This will not stop the investigation process.

What are some of the possible outcomes?

- No further action
- Pay a fine
- Be banned from events
- Suspension
- Expulsion/dismissal
- Performance management

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.

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 the reporting party change their mind?

Yes. The reporting party may withdraw from the process at any stage, within the bounds of safety.

What if I'm not sure what to do?

The investigator, a Respectful Relationships Officer or your support person will discuss your rights, the process and your options.

Will the police be contacted?

No. We will not contact the police, within the bounds of safety, unless required to by law.

Will the investigation be confidential?

The investigation, any copies or screenshots of communication, the investigator's report, the formal report made to Council 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. You are also required to keep all information confidential.

Further information and examples of policy breaches

See St Andrew's College Policies

Other Policy Guides

- Making a report
- Making an informal report
- Making a formal report
- Reporting party guide
- Supporting person guide

Who to go to for help

Respectful Relationships Officers: Vice Principal, Director of Advancement, Director of Operations, Director of Education & Student Life, Chaplain, Senior Tutor

[Lifeline](#) - 13 11 14

[1800 Respect](#) - 1800 737 732

[Reach Out](#)