



# St Andrew's College

ESTABLISHED 1867

## The Role of the Support Person

Policy developed by the St Andrew's College community  
If you have any questions about this policy, please do not hesitate to  
contact [officer.ed@standrewscollege.edu.au](mailto:officer.ed@standrewscollege.edu.au)

Policy reviewed February 2019  
Policy authorised by St Andrew's College  
Council Date to be reviewed December 2020

## **The Role of the Support Person**

The support person's role is to be present to offer support to the reporting or responding party. They can be present at the time of interviews as support. They do not have a right to take part in the investigation, nor can they offer opinion or information regarding the investigation. They cannot be either a reporting or responding party. They may suggest that an interview be paused if the interviewee needs a break, is too distressed or for any other genuine reason.

The support person can withdraw from the role at any time.

The support person can seek support for themselves for any reason, if they find themselves distressed or upset due to their role, if they find the role and information they have is difficult for them to manage. Don't forget that supporting someone who has suffered a traumatic event can be traumatic for support people. Everyone involved in the process; reporting party, responding party, support people, investigators, staff and College Council are required to keep all information in the informal report or formal report and investigation confidential. You are encouraged to seek further support at any time from College Respectful Relationship Officers should you need it. (see document 'Respectful Relationships Policy' page 10, or 'Sexual Misconduct Policy' page 8)

### **How to support someone who is considering making a report**

Many College members have done first responder training to help them understand how to best approach and support someone who is considering their options after a traumatic event. This includes discrimination, harassment, sexual harassment, assault, indecent assault and sexual assault. Remember ALGEE;

- Approach, assess, assist in any crisis
- Listen non-judgementally
- Give support and information
- Encourage professional support
- Encourage other supports

The support person needs to understand that they are not a counsellor. Their role is to help the person access professional support when and if they feel they need it. As a support person, it is useful to ask the person how they can be assisted. Encourage and support them to be in control of what action they take.

Sometimes people will talk about previous traumatic experiences when they're intoxicated. In this case make sure they're safe, don't encourage further disclosures and get them to rest and sleep. It is possible they may be embarrassed by their intoxicated behaviour, the support person should however follow up any disclosures at a more appropriate time. Remember ALGEE.