



# St Andrew's College

## Information for the Reporting Party

This policy has been developed by the St Andrew's College community

Policy authorised by St Andrew's College Council.

Policy reviewed January 2024

Date to be reviewed January 2025

# Information for the Reporting Party

## Who is this Guide for?

This information is for anyone who has made an informal or formal report to College of a breach of College Policies. The focus of the policies is to make sure that everyone is safe and, wherever possible, to maintain confidentiality. You may have witnessed or been involved in an incident or incidents that made you feel uncomfortable or you may be unsure or unclear that behaviour breaches the policy and is in fact unacceptable in College.

Please see the [Policies](#) for more details of what a breach of policy looks like. Please see *'Making an informal report'* and *'Making a formal report'* for more information about reporting.

We understand that making a report can be stressful and want to make it as easy as possible for you to do this. At the same time, we need to ensure that there is a fair process for everyone concerned. You are welcome to bring along a support person to your interview. You must also understand that you must keep all information relating to your report confidential. (see the policy for further details)

At the interview the investigator will:

1. Individually interview all involved parties and witnesses.
2. Face to face interviews are preferred if possible.
3. Set up a safe and private space (this may involve an interview off site if this is preferred by the person being interviewed).
4. Interview the reporting party first if possible.
5. All interviewees may request a support person. (see document 'The Role of the Support Person')
6. During the interview make written notes to be incorporated into the final confidential report.
7. Request copies, screen shots etc. of any messages, communications or recordings of the incident or related to the incident– these remain private and confidential and will be incorporated in to the final confidential report.
8. If there are questions raised that need to be reviewed with individuals involved, the investigator can request repeat interviews.
9. The interviews are not to be voice recorded by either the investigator, interviewee or support person.
10. The investigator will be aware of the emotional impact of the process for those involved, acknowledge this and at the same time seek to impartially gather an understanding of the incident/s.
11. In each interview:
  - a. Discuss the process.
  - b. State clearly that this is a formal investigation and the rights of those involved.
  - c. Assure confidentiality within the bounds of safety.
  - d. Explain that the reporting party can withdraw from the process at any stage, within the bounds of safety.
  - e. Discuss options for external reports including police, these can occur at any time.
  - f. All interviewees can gain access to notes made by the investigator of their interview.
  - g. The investigator is encouraged to run through their notes with the interviewee to ensure that there is agreement that the investigator has a correct understanding of the interviewee's experience.
  - h. College endeavours to respond to reports in a timely manner. You must understand that the final decision may take days to weeks due to the formal decision making process.
  - i. Both you and the responding party will be informed of the progress of your report and the outcome once it is made.
  - j. All involved in the process; reporting party, responding party, support people, investigators, staff and College Council are required to keep all information in the investigation and report confidential.
  - k. Council may meet out of session to deliberate on the formal report.
  - l. The final report remains confidential and is only seen by the Principal or Acting Principal and College Council.