



St Andrew's College

Making an Informal Report

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

Making an Informal Report

Who is this guide for?

This guide provides information about the informal report to College process for breaches of the College Policy.

You might be

- Seeking further information
- Considering making a formal report
- The reporting party of an informal report (have made a report)
- The responding party of an informal report (have had a report made concerning you)

What is an informal report?

An informal report is a request to College by a College member to informally investigate a potential breach of College Policies or Code of Conduct.

It is a chance for you to discuss what happened and look at options for restoring your sense of safety, fairness and allowing those who have been involved the chance to understand how their actions have affected you.

An informal report does not go to council and will only be discussed with the Principal in general terms. As result it will not result in significant penalty from College for College members (i.e. suspension, exclusion). Student's Club may decide on a penalty i.e. exclusion from student club events or fine.

Who can make an informal report?

Any College member who believes a College policy or Code of Conduct has been breached can make an informal report to College.

How do you make an informal report?

If you are a student, you can approach any Respectful Relationships Officers, Pastoral Care Leaders, Nighthawks, or a trained senior student member of College and make an informal report to them. If you are a staff member, either approach your manager or a Respectful Relationships Officer.

Who are the Respectful Relationships Officers?

Respectful Relationship Officer appointed staff members can be found [here](#).

What happens when an informal report is made?

With the help of one of the Respectful Relationship Officers, Pastoral Care Leaders, Nighthawks or a trained senior student member of College, you can decide on what the best course of action is for you.

Outcomes of the process may result in

1. No further action
2. A confidential discussion to discuss options. This can occur with a member of the Respectful Relationship Officers, Pastoral Care Leaders, Nighthawks or a trained senior student member of College if you are a student and your manager or respectful relationships officer if you are a staff member.
3. A chance for you to let those involved understand the impact through direct conversation. This can be
 - In person without support
 - In person with senior student support
 - In person with a Respectful Relationships Officer
4. A chance for those involved to hear how the situation has affected others in the community.
5. Changes to policy because of the incident
6. A formal complaint
7. Another outcome

Example

A college member confidentially reported to a senior trained student that they were offended by the colloquial use of the word 'gay' to portray something that was 'weak' or 'lame' in student club meetings. The trained student was then able to privately feed this back to the students using this term, who were unaware of the impact and very happy to change their language to ensure that others in College weren't offended.

Further information and examples of policy breaches - See the Respectful Relationships Policy

Other Policy Guides

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

Pastoral Care Leaders & student leaders

[Drew's Intranet Contacts List](#) or check Facebook for details

External Support Options

[Lifeline](#) - 13 11 14

[1800 Respect](#) - 1800 737 732

[Reach Out](#)