



# St Andrew's College

## Reporting Guide Introduction

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

# Introduction Guide

## Who is this guide for?

This guide provides information on St Andrew's College Policies and the options available to you to respond to breaches of this policy. These policies cover all college members, both staff and students. We seek to support and empower you through the policies.

## Summary of St Andrew's Policies

- All College members (staff and students) are expected to be familiar with and agree to abide by all College policies.
- The policies can be found on the St Andrew's College website and Drew's Intranet.

## Support Options

If you are concerned that St Andrew's College policies have been breached, at any time, you may choose to

- Seek counselling and support at College
- Seek counselling and support outside of College
- Seek further information
- Seek no further support
- Discuss with family and friends
- Obtain medical assistance including a sexual health check-up and/or emergency contraception

Whatever you choose we will support you.

## Support at College

As a student, you are welcome to approach anyone in the College community who you feel comfortable talking to. For breaches of the Respectful Relationships Policy, you might like to talk to

- Respectful Relationships Officers. Respectful Relationship Officer appointed staff members can be found [here](#)
- [Pastoral Care Leaders](#)
- Trained senior students

As a staff member, please approach your manager or the respectful Relationships Officers in College to discuss your concerns.

## Confidentiality

All matters relating to breaches of the Respectful Relationships Policy will be considered confidentially, sensitively and respectfully. Any issue you raise will be confidential within the bounds of safety. What you say will not be shared with anyone unless someone is at risk of harm. You are asked to keep all information confidential.

## Reporting Options

At any time, you may choose to

- Take no further action
- Seek resolution with those involved directly
- Make an anonymous report
- Make a formal report
- Make a report to the police (if it is a criminal matter)
- Make a report to your University (as a student)

Whatever you choose we will support you.

## Anonymous Report

By making an anonymous report you may add to other information which can help us to act to ensure that St Andrew's is safe for everyone. To make an anonymous report, go to the [Anonymous Reporting Form](#)

## Informal Report

An informal report 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.

## Formal Report

Making a formal report will trigger a formal investigation by College. When the investigation is complete, a final report will be given to the College Council who will then decide to act on any of the report's recommendations (e.g. suspension or expulsion). The Council's decision is final.

## Reporting Party

A Reporting Party is any College member/s who makes a report to College concerning the behaviour of another person/s.

## Responding Party

A Responding Party is any College member/s who has had a report made concerning them.

## Further information and examples of policy breaches

At a College party, you are verbally abused by another College member. You are shocked and upset. You seek support from one of the Respectful Relationships Officers who is able to run through all the options with you.

## Other Policy Guides

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

## Respectful Relationships Officers

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

## External Support Options

[Lifeline](#) - 13 11 14

[1800 Respect](#) - 1800 737 732

[Reach Out](#)