



St Andrew's College

ESTABLISHED 1867

Respectful Relationships Policy

Preventing and responding to any breach of the code of conduct,
sexual misconduct and diversity policies.

If you have any questions about this policy please do not hesitate to contact
collegelife@standrewscollege.edu.au

Policy developed by the St Andrew's College community

Policy authorised by St Andrew's College Council

Policy updated February 2019

Date to be reviewed February 2020

The St Andrew's Community

Who we are

Who we are

Born of the Scottish Enlightenment, St Andrew's College is a diverse and inclusive community united through our **College Values**. Our members value reasoning, responsibility and personal choice. As such we support one another in maintaining respectful relationships in all circumstances (on or off college grounds, with other College Members, and with all people external to the College).

All College members are bound by St Andrew's College policies. The term College members includes all students and staff (both residential and non-residential). Alumni, contractors and visitors to College are also considered to be bound by College policies when onsite.

College Student Members are young adults who are legally accountable for their actions. As a result, the College's policy and procedures relating to sexual misconduct emphasises personal responsibility and conformity with the law. We recognise that sexual harassment, indecent assault and sexual assault are abuses of power that contravene the **St Andrew's College Code of Conduct** as well as being criminal offences. We take all reports of inappropriate conduct seriously and have well-established processes for responding to these reports with impartiality and sensitivity.

All members of the St Andrew's College Community have the right to live, study and work in a safe and supportive environment and we endeavour to maintain and promote this environment, recognising that we are all responsible for maintaining this through:

1. An historic overarching College motto of 'Christo, Ecclesiae and Litteris' which incorporates the following set of values; Service, responsibility, humility, leadership, friendship, community, inclusion, attainment, enlightenment, rigour and engagement.
2. Education and training for students, which is done throughout the year at College, with sessions run by external providers, by College Life staff, and supported by ongoing posts and information provided to College members by College Life, Pastoral Leaders and Student's Club.
3. Training senior members of College on how to approach, give information, and support fellow members to seek assistance.
4. Engaging with all College members to intentionally create a community that is inclusive, respectful, and reflective.
5. Responding safely, and in a timely manner, to emerging issues.

Any member of the College community who has concerns or questions is encouraged to seek help for themselves, or for others, at any time either during or after the event. All matters will be confidentially and respectfully managed. The health and wellbeing of everyone concerned is of the utmost importance.

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Background to the Policies

St Andrew's College seeks to support its members through their transition to adulthood with a breadth of intellectual, spiritual, cultural and social experiences. Rather than creating policy grounded in punitive measures, this policy aims to empower College Members by focusing on wellbeing and encouraging its members to think critically, make informed choices and to hold themselves and others accountable for their actions. It seeks to assist all College members to always engage in respectful relationships, to actively seek informed consent and ethically negotiate all relationships and interactions. This policy intends to;

- Make college members aware of the support available to them
- Encourage college members to seek help for any situation where they feel uncomfortable
- Guide college members in creating a community where informed consent and respect of others choices are valued
- To clearly set out the behavioural expectations and legal obligations of college members
- To inform college members of the procedures that the College will follow in responding to a report
- To ensure that College is a safe respectful community
- To ensure that any adverse experiences are approached ethically, are dealt with sensitively, fairly, confidentially and within Australian Law

College Student Members are young adults who are legally accountable for their actions. As a result of this, the College's policy and procedures relating to respectful relationships emphasises personal responsibility and conformity with the law. College members include all students, residential staff and non-residential staff. Alumni, contractors and visitors to College are also considered to be bound by College policies when on site.

St Andrew's College recognises that discrimination, harassment, sexual harassment, assault, indecent assault and sexual assault are abuses of power that contravene the St Andrew's College **Code of Conduct**. The College takes all reports of inappropriate conduct seriously and has well-established processes for responding to these reports with impartiality and sensitivity.

Definitions

Informed Consent

St Andrew's College members have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. Informed consent to a sexual act should be actively sought at all times.

College Members should understand that informed consent to a sexual act can only be given by those who are

- 16+ years old
- Fully conscious, awake and not intoxicated
- Not intimidated, coerced, threatened or afraid of harm to themselves or someone else
- Free from the influence or peer pressure, particularly from older community members
- Aware of all the relevant facts

This includes

- Being given sufficient information to understand what they are agreeing to

- Being given a free choice to opt in or out
- Being permitted to change their mind at any time
- The fact that a person does not say 'no to', or does not 'physically resist a sexual act' does not of itself mean that they consent to the act

Confidentiality

All enquiries or reports will be treated with the utmost sensitivity and respect. Reports will remain confidential except when assessment indicates a significant risk to any College member. The bounds of confidentiality will be discussed and an individual plan will be created that addresses a balance between the wellbeing and the safety of the individuals involved as well as the College at large.

Except where it is legally required, the College will keep all information relating to a disclosure or complaint of breaches of College policy confidential, unless the student consents to disclosure of part or all of the information for a specified purpose. All reporting and responding parties must keep confidential:

- The identity of the reporting party, the responding party and participants in the resolution or investigation of a complaint
- The information provided or collected during the resolution or investigation of a complaint
- The fact that a complaint has been made
- Any interim measures taken as part of a formal or informal process and
- Any report, outcome or determination of a complaint

The reporting party and the responding party may disclose the above information *within* College in order to obtain support or advice from:

- College Principal and Vice Principal
- College Respectful Relationship officers
- Pastoral and elected Student Leaders
- Other Staff and students

All College members must understand that they must keep any disclosure confidential

The reporting party and the responding party may further disclose the above information *outside* College in order to obtain support or advice from:

- Their immediate family members
- A qualified counsellor or psychologist
- Their student representative or lawyer
- The Police
- The NSW Anti-Discrimination Board or Australian Human Rights Commission.

Discrimination

Discrimination is when an individual or group of people are treated less favourably than another individual or group of people because of an actual or perceived characteristic of that individual or group of people.

Harassment

Harassment is any unwanted behaviour that offends, humiliates or intimidates an individual or group of people and may occur as the result of a single incident or repeated incidents. This includes stalking and intimate partner violence. Harassment because of a person's actual or perceived status may include

- Gender including transgender

- Pregnancy or breastfeeding
- Race including colour, nationality, descent, ethnicity or ethno-religious background
- Age
- Marital or domestic situation
- Sexuality
- Disability
- Carer's responsibilities

Assault

Assault is any action or threat of action which intentionally inflicts injury, force or violence on an individual or group of people.

Assault may include:

- Spitting
- Hitting
- Kicking
- Punching
- Administering an intoxicating substance

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence.

Bullying is a persistent pattern of mistreatment from others that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation. This type of aggression can be particularly difficult because, bullies often operate within the established rules and policies of their organization and their society. In the majority of cases, bullying is reported as having been by someone who has authority over their victim. However, bullies can also be peers, and occasionally subordinates. Research has also investigated the impact of the larger organizational context on bullying as well as the group-level processes that impact on the incidence and maintenance of bullying behaviour. It may be missed by superiors; it may be known by many throughout the organization. Negative effects are not limited to the targeted individuals, and may lead to a decline in organisational morale and a change in organizational culture. It can also take place as overbearing supervision and

constant criticism.

Sexual Harassment, Sexual Assault and Indecent Assault

For more information on these issues, please see the St Andrew's College Sexual Misconduct Policy

Reporting Party

A Reporting Party is any College member/s who makes a report to College concerning the behaviour of another person/s. Any individuals or groups who have witnessed or had something

happen to them that they think has breached the College's policies can make a report. This can be about the behaviour of a St Andrew's College member or external persons. This can be for an incident/s either on or outside College grounds. The College seeks to support and empower the Reporting Party who is not obligated to pursue any particular course of action unless there is significant risk to the Reporting Party or others. St Andrew's College will support any Reporting Party wishing to go to the Police to report the incident/s.

External individuals may also make a complaint against a College member. In this case the external will be supported to seek advice by the respectful relationships officers. College members are bound by this policy.

Responding Party

A Responding Party is any College member who has had a report made against them. If after investigation it is found that the incident/s occurred or credibly could have occurred, the Responding Party may be suspended or expelled from College. Since the College is unable to satisfactorily investigate reports made against external persons, reports made concerning external persons will result in the external person being banned from College grounds. Security and/or the police will be called should they seek to re-enter College grounds.

Standard of Proof

The standard of proof to be satisfied in College investigations of sexual assault and sexual harassment is 'on the balance of probabilities'. This requires satisfaction that evidence on the matter was found to have occurred or is more likely to have occurred than not. The College will take into account the nature and seriousness of the alleged conduct when deciding whether the standard of proof is met. The standard of proof used in criminal investigations and trials is 'beyond reasonable doubt'. This is a higher evidentiary standard of proof.

Active Bystander Intervention

College encourages and values safe active bystander intervention by members of the College community to prevent or stop sexual assault and sexual harassment from occurring or continuing.

The steps involved in safe active bystander intervention are:

- Noticing the situation – paying attention to what is going on nearby
- Deciding if it is a problem – investigating whether someone might need help
- Checking with people around if unsure
- Accepting responsibility to take action – not assuming someone else will do something
- Making a plan to step in – indirectly or directly confronting the issue, without being aggressive or putting oneself or others in danger

All student leaders and staff are trained as first responders and by a process of peer led training, student leaders assist all student members of College to be aware of all policies and learn the above skills.

No Victimisation

A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person:

- Making a disclosure or a complaint of sexual assault or sexual harassment
- Providing information about a disclosure or a complaint of sexual assault or sexual harassment
- Supporting a student who has made a disclosure or complaint of sexual assault or sexual harassment
- Engaging in safe active bystander intervention

Making a Report

Making a Formal Report to College

A formal report is a request by a College member to College to formally investigate a potential breach of the Sexual Misconduct Policy, Respectful Relationships Policy or the Code of Conduct. Any College member who believes that policy has been breached can make a formal report to College.

If you wish to make a formal report to College, you need to contact one of the following College members:

- Principal (Wayne Erickson – principal@standrewscollege.edu.au)
- Respectful Relationships Officers

For more information on the Formal Reporting process please go to

<http://policy.standrewscollege.edu.au/index.php/reporting-options/formal-report/>

Making an Informal Report to College

An informal report is a request to College by a College member to informally investigate a potential breach of the Sexual Misconduct Policy, Respectful Relationships Policy or the Code of Conduct. The informal report provides 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.

Any College member who believes that the Sexual Misconduct Policy, Respectful Relationships Policy or Code of Conduct has been breached can make an informal report by approaching any of the following College members:

- Respectful Relationships Officers
- Pastoral Leaders

Making an Anonymous Report to College

The link below will allow you to make an anonymous report to College. As reporting via this link is completely anonymous it may be difficult to take much action. Your report however will be noted and may add to other information that may lead to a formal report which can help us to act to ensure that St Andrew's is safe for everyone. To make an anonymous report to College go to

Making a Report to your University

If a College member is at risk of being hurt or feeling unsafe at College, they may also be at risk of being hurt or feeling unsafe outside of College. To ensure your safety, health and wellbeing, you may wish to inform those external to College, such as your university, of the potential risk.

- University of Sydney
- University of Technology Sydney
- University of New South Wales
- Western Sydney University
- University of Notre Dame Australia

Seeking Advice and Information

Seeking Medical Advice or Assistance

- Health Direct (24-hour health advice and information) – 1800 022 222
- The University of Sydney health service – 9351 3484
- Sexual Health Infolink – 1800 451 624
- NSW Health Sexual Assault Services RPAH – 9515 6111

Seeking Support and Information in College

We aim to make it as easy as possible to seek information and support in College. You may talk to anyone you choose in the College community. Here are some suggestions:

- Pastoral Leaders
- House Committee
- Trained senior students
- Respectful Relationships Officers

Seeking support from others

- Friends
- Family
- Helplines
 - Lifeline – 13 11 14
 - 1800 Respect – 1800 737 732
 - Reach Out – 8029 7777
 - Twenty10 NSW Gay & Lesbian Counselling Service -1800 184 527

If you have experienced or witnessed a serious breach of a breach of College policies (ie assault or sexual assault) , you may wish to;

- Make a report to the police, this can be:
- A Formal Police Report
- A Sexual Reporting Option (SARO)
- We will support you if you choose to make a police report

- If a police report is made, our investigation will be suspended until the police investigation is complete
- We are not a mandatory reporter and will not make reports on your behalf (unless legally required to do so)
- We will not force anyone to make a police report unless we are legally required to do so.

Time Limits for Policy

There is no time limit to this policy and reports can be made at any time and are covered by this policy and procedures.

Take No Further Action

You can choose to take no further action or take no further action while you decide what you would like to do. We will support you in whatever options you choose and any enquiries will remain confidential.

If you choose to take no further action you are still able to access:

- Support and advice from College
- Further information
- Support and information from others
- Medical assistance and advice
- Understand there may be times when College is legally required to inform the police

Changing Your Mind

It's OK to want to change your mind. You can change your mind at any time and we will support you. You must understand that once a formal report has been made and investigation taken place, this will be reported to the Principal or Acting Principal and College Council.

If you change your mind you are still able to access:

- Support and information from us
- Support and information from others
- Medical assistance and advice

Where to go for Support and Information

No Wrong Door Policy

The priority of St Andrew's College is maintaining the safety, health and wellbeing of all members. The College community is here to support you. The **No Wrong Door Policy** means that if you have any enquiries you can contact anyone in the College community who you feel comfortable talking to. The needs and rights of individuals and the community are paramount and all enquires will be dealt with sensitively, confidentially and respectfully.

To support the **No Wrong Door Policy**, all staff, pastoral leaders and most senior students, including mentors/academic buddies, students' club leaders and academic area tutors have completed physical and mental health first responder training and are happy to assist fellow College members.

Who do I speak to?

You are welcome to approach anyone in the College community but here are some suggestions of who you might like to contact dependent upon the nature of your issue or query.

Respectful Relationships Officers

The role of the College Respectful Relationships Officers is to provide support and information to any one in College who is concerned about any possible discrimination, harassment, sexual harassment, assault, indecent assault or sexual assault.

Appointed staff members include:

Dr Hester Wilson (Vice Principal and Director of College Life)
viceprincipal@standrewscollege.edu.au

Ian Smith (Director of Operations)
bursar@standrewscollege.edu.au

Hannah Atwell (Director of Advancement)
advancement@standrewscollege.edu.au

Rev Dr Gareth Clayton (Chaplain)
ghc_clayton@bigpond.com

Elly Howse (Senior Tutor)
seniortutor@standrewscollege.edu.au

These Officers can provide confidential information and support regarding College policies and procedures. They may be instructed by the Principal to investigate any formal complaints.

Academic Program

Not feeling confident with a subject? Worried about your final grade? Thinking about changing degrees? Please refer to the below list of contacts for further assistance.

- **Senior Tutor** - The Senior Tutor facilitates the St Andrew's College academic program. They support the student Academic Area Tutors (AATs) and are happy to help out with any academic queries, questions or issues.
- **Dean of Studies** - The Dean of Studies supports the Senior Tutor with the academic program.
- **Academic Buddies** - First year students are paired up with their very own 2nd or 3rd year Academic Buddy who will be studying in the same faculty as them. Ask your Academic Buddy about day to day or logistical issues – What textbooks do you need? Where is that building/room? How do you submit an assignment online?
- **Academic Area Tutors (AATs)** provide more in depth and course specific information to students through regularly scheduled tutorials. They are available to help with coursework.

Pastoral Leaders

Having a rough time at College? Feeling like you don't fit in? Not sure how to get involved? Having health or wellbeing issues that impacting your life? Feel you need additional support? Missing home? Need someone to chat to? Our Pastoral Leaders can help and all enquires will be dealt with sensitively, confidentially and respectfully.

Pastoral Leaders are student members of College who are strongly engaged with the student community. They live throughout College, including at our Australia Street Campus. We also have a dedicated member to support our non-residential members (Non-residential Liaison).

St Andrew's Students' Club – House Committee

The house committee is elected each year by the students of St Andrew's College consisting of 11

members. The house committee is a group of students that leads and directs the St Andrew's Student Club throughout the year in the many facets of the college and inter-collegiate community.

- **Senior Student** - The senior student is the executive officer of the Student's Club who chairs Students' Club and House Committee meetings. The senior student is the main liaison between the Students' Club and the Principal as well as the College Council and plays an important role in dealing with disciplinary issues within the Students' Club. As the public face of the student body the leadership of the senior student demands a desire to take part in the improvements of Andrew's as well as overseeing the leadership in the various sub-committees in the Students' Club.
- **Honorary Secretary** - The Honorary Secretary is principally the liaison between the House Committee, Students' Club and Administration. This includes recording and reporting minutes and all correspondence of Student's Club and House Committee meetings. Major roles of the Secretary include undertaking the room draw, coordinating and publishing the social calendar, organising interviews for prospective students, day-to-day organising for the Students' Club and being a source of communication with Administration.
- **Honorary Treasurer** - The Honorary Treasurer primarily manages the financial responsibilities of the Students' Club as well as upholding executive responsibilities. This includes managing the Students' Club budget, completing quarterly business activity statement for the Australian Tax Office and managing the financial aspects of all Student Club run events.
- **Honorary Assistant Treasurer (HAT)** - The Honorary Assistant Treasurer has many practical roles to ensure the logistical functioning and operation for the Students' Club. The role of the HAT includes; allocating and monitoring car parks, attending and assisting in damages meetings as well as liaising and coordinating with the fResher representatives to ensure logistical duties are upheld. The HAT works closely with the executive, administration, particularly the Bursar, to conduct these roles in a fair and transparent manner.
- **Inter-Collegiate Representatives** - The Inter-Collegiate representatives (one female and one male) primary role is to liaise between the Students' Club, House Committee and the Inter-Collegiate Committee. The inter-collegiate committee has two representatives from each college. Inter-collegiate representatives for St Andrew's will attend a fortnightly meeting with the rest of the committee to organise, facilitate and liaise major inter-col events. Additionally, it is the inter-col representative's responsibility to communicate important information concerning the broader inter-col community with St Andrew's Students' Club and vice versa.
- **Social Representative** - The social representative's role is to liaise with all social secretaries and sub-committees to direct and assist with all events throughout the year where necessary. The social representative is responsible for the representation and communication between House committee and social sub-committees to ensure transparency in every aspect of the event. In addition to this, the social representative is responsible for sourcing and organising sponsor businesses for the benefit of Students' Club.
- **Cultural Representatives** - St Andrew's College has a number of creative and performing arts ensembles throughout the year. As competitors for the Palladian Cup St Andrew's students compete in public speaking, debating, solo and group vocal, solo and group instrumental, solo and group drama, dance and art. The primary role of the cultural representative is to organise everything related to the Palladian Cup. This includes liaising with inter-collegiate cultural representatives about the competition as well as organising St Andrew's competitors for each section of Palladian. This involves organizing auditions with College staff and liaising with cultural secretaries. In addition to Palladian Cup St Andrew's has additional cultural activities including Dramsoc, art exhibitions, jam nights, gala concerts, choirs, bands and ensembles, acapella groups and gala concerts. The Cultural Representative is responsible for liaising with all cultural subcommittees, assist in organising cultural events and be a source of communication

with the House Committee.

- **Sport Representatives** - St Andrew's College has a number of sporting teams and competitions throughout the year. The Rosebowl Cup consists of competition in netball, swimming and diving, rowing, hockey, soccer, tennis, basketball and athletics. The Rawson Cup consists of competition in cricket, swimming and diving, rowing, rugby, soccer, tennis, basketball and athletics. Respectively, the Rosebowl and Rawson representatives' role is primarily to oversee and communicate with the sport secretaries in the running of their campaign in addition to promoting attendance and support for sporting events from the rest of college.
- **Alumni Liaison** - The role of the alumni liaison is to provide reciprocal representation between the Students' Club and St Andrew's college alumni. The alumni liaison is responsible for putting forward any request to the Alumni Committee as well as passing on current news regarding the Students' club. Further to this, the alumni liaison is responsible for organising and coordinating St Andrew's alumni for the careers week and nights throughout the year.

Other Student Leaders

- **Student Mentors** - A Mentor is assigned to each first year student to guide them through their first year at St Andrew's College. New students meet their mentor in O week. During this time Mentors help new students become part of College and will continue to provide ongoing support and information throughout the year.
- **LGBTQI+ Representatives** - College understands that there may be specific issues for students with diverse sexuality or gender identity. We have student representatives who can provide support and information.
- **Students with Culturally and Linguistically Diverse (CALD) Backgrounds** - College understands that there may be specific issues for students with culturally and linguistically diverse backgrounds. Whether a citizen of Australia or an overseas national, members with CALD backgrounds may face particular challenges in the College setting. College has student representatives from culturally and linguistically diverse backgrounds who can provide support and information.

Campus Support

College Members study at a variety of institutions – UTS, UNSW, Notre Dame, UoWS, USyd, and The Conservatorium of Music. Each institution has its own student support services. Please see the relevant institutional website for more details.

University Policies

College members attend a number of tertiary institutions and each of these institutions have policies regarding bullying, harassment, discrimination and sexual misconduct. Students of each institution are bound by these policies as well as St Andrew's College policy.

St Andrew's College takes pride in developing policy that is evidence based. You are of course welcome to seek advice from anyone in College you feel can assist. College seeks to ensure that all College members are aware of this policy and can direct you to further support and information if needed.

Please contact the College Life team if you have any queries - collegelife@standrewscollege.edu.au

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Date to be reviewed February 2020