



St Mark's College

## Complaints Policy

If you need help or support, call:

- **The Master, Rose Alwyn**    **0488 265 892**
- **The Dean, Raphaela Oest**    **0412 432 658**

### The Policy

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This Policy is available on the St Mark's College [student portal](#).

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

### Statement of Commitment

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St Mark's College acknowledges that staff and students of the College have a right to make complaints about services provided by the College, practices/procedures of the College and any aspect of life at the College.

We are committed to:

- a simple process for making complaints;
- listening and responding to complaints; and
- using complaints to inform a continual process of improvement of the College.

### Who is covered by this Policy

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This Policy applies to all St Mark's College staff and students.

### What is covered by this Policy

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This Policy covers how to make a complaint to the College and how the College will respond.

This Policy applies to any and all complaints (as defined in this Policy) about services provided by the College, practices/procedures of the College and any aspect of life at the College.

The College has stand-alone Policies in relation to Sexual Assault and Sexual Harassment (available on the student portal); while disclosure and reporting of sexual assault and sexual harassment are covered specifically by those Policies, those Policies do not exclude a complaint under this Policy about any aspect of College that might involve, or might have some element of, sexual assault or sexual harassment.

## What is *not* covered by this Policy

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This Policy does not apply to complaints made other than to the College as provided for in this Policy. The College is not able to respond to complaints that are not made to the College as provided for in this Policy.

A complaint made to a student of the College, or to the St Mark's College Club Inc., is not a complaint made to the College.

A complaint made to a staff member of the College is not a complaint made to the College, unless it is made as provided for in this Policy.

## Roles and Responsibilities

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The College is responsible for implementing this Policy and responding to complaints.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with this Policy.

Particular office-holders mentioned in this Policy have the particular roles and responsibilities set out in this Policy.

## Definitions

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<b>College</b>	St Mark's College of 46 Pennington Terrace, North Adelaide SA.
<b>Complainant</b>	A person who is covered by this Policy who makes a complaint.
<b>Complaint</b>	An expression of concern or dissatisfaction made to the College, as provided for in this Policy, by a complainant.
<b>Respondent</b>	A person about or against whom a complaint is made.
<b>Support person</b>	A person chosen by a complainant or respondent to support or assist the complainant or respondent (as the case may be) in relation to a complaint.

## Procedural Fairness

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The College will treat complainants and respondents in accordance with accepted principles of procedural fairness.

We acknowledge that complainants should not be adversely treated or affected in any way as a result of choosing to make a complaint.

Where a complaint is made about or against a respondent, the College will respect the rights of the respondent throughout any investigation and disciplinary processes.

## Seeking Support

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The College encourages anyone who has experienced or witnessed anything at College about which they are in any way upset or distressed to seek support as soon as possible, so that they can be helped and supported.

## Making a Complaint

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A complaint under this Policy is made either by:

- lodging a complaint in writing in the form annexed; or
- making a complaint verbally or in writing – and indicating that it is a formal complaint – to any of the following office-holders of the College:-
  - the Master
  - the Dean
  - the Director of Learning
  - an Assistant Dean
  - a Senior Academic Tutor
  - the Gender Equality, Diversity & Inclusion Officer.

The complainant is free to change her/his mind about the complaint at any time, including to withdraw it or to say that she/he does not want any further action taken. That decision will be respected and the College will still provide support, information and advice to the complainant as may be appropriate.

The complainant can make a complaint anonymously or without providing all of the relevant details (e.g. the name of anyone else affected or involved) and that will be respected.

It may be important to make a complaint as soon as possible, so that the College can respond appropriately; however, the College does not impose any time limit for making a complaint.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to complaints, may be limited if:

- a report is made anonymously, confidentially or without all of the details
- significant time has passed between incident and complaint
- complainant and/or respondent is/are no longer at the College, and/or
- information is disclosed to the College by a support person in the absence of the complainant.

Where complaints are made anonymously, confidentially or without all of the details, or where information is disclosed to the College by a support person in the absence of the complainant, the College will nevertheless use the *de-identified* complaints for the purposes of the College's risk identification, assessment and prevention strategies.

The College may also provide *de-identified* complaints to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

## Responding to a Complaint

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The College will promptly acknowledge to the complainant the receipt of the complaint.

The College will provide support, information and advice to the complainant as may be appropriate, irrespective of whether or not the complainant wants any further action taken in response to the complaint.

Any complaint received by the Dean, the Director of Learning, an Assistant Dean, a Senior Academic Tutor or the Gender Equality, Diversity & Inclusion Officer will promptly be conveyed to the Master.

### *1. Initial assessment*

The Master will promptly and fairly conduct an initial assessment, which at minimum will include:

- taking any measures that may be necessary or appropriate to protect any person from a risk to safety, health or wellbeing and/or to assist in the effective implementation and progress of any subsequent investigation or disciplinary process; and
- considering the scope and timing of any further action, taking all the circumstances into account.

In the initial assessment, the Master may consult with and/or delegate any task to any one or more of the Dean, Director of Learning, Assistant Deans, Senior Academic Tutors and Gender Equality, Diversity & Inclusion Officer.

The College will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible – but the College (as part of its commitment to providing a safe place for students and staff to live, work and study) retains a discretion to take such action as may be necessary or appropriate in the exercise of the College's duty to take reasonable care to avoid a foreseeable risk of harm to students, staff or visitors.

### *2. Further action*

As soon as reasonably practicable, the College will:

- where applicable, discuss the complaint with the person or group at the College with the relevant responsibility for the matter complained of;
- where applicable, discuss the complaint with the respondent;
- carry out any further investigation and/or information gathering that may be necessary or appropriate;
- make decisions about how the complaint can be resolved; and
- implement those decisions.

Throughout this process:

- the College will inform, and keep informed, the complainant (and respondent, where applicable) about relevant policies and processes, investigation outcomes, decisions and any action the College proposes to take or has taken;
- the complainant remains free to change her/his mind about the complaint at any time, including to withdraw it or to say that she/he does not want any further action taken; and
- the College commits to providing support and assistance to the complainant (and, separately, to the respondent, where applicable).

College sanctions and disciplinary action are at the discretion of the Master, taking into account all information provided by the complainant (and respondent, where applicable) and all the circumstances.

## Support person

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At any time during the making of a complaint and/or any action taken by the College in response, the complainant (and/or the respondent, where applicable) may be supported/assisted by a support person of her/his choice.

Where the complainant (and/or the respondent, where applicable) wishes to be supported/assisted by a support person, the College will endeavour to accommodate that as far as reasonably possible. The absence of a support person will not preclude the College from taking necessary or appropriate action to respond to a complaint.

## Policy Review

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This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

### Annexure – Form for Lodging a Complaint

Lodging a Complaint
Name of complainant:
Contact details of complainant ( <i>e.g. mobile number, email address, room number</i> ):
Complaint made to:
Date complaint made:
Details of complaint:
Other person/s involved (complained about, or as witness/es):
Preferred outcome:

***This form is to be lodged (in hard-copy or by email) with College reception or with any one of:  
the Master, the Dean, the Director of Learning, an Assistant Dean, a Senior Academic Tutor or the  
Gender Equality, Diversity & Inclusion Officer***