



St Mark's College

Sexual Harassment Policy

If you need help or support, call:

- **1800RESPECT**
- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metamuata** **0412 432 658**

The Policy

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

The College has also produced [Factsheets](#) on Sexual Harassment and Sexual Assault outlining:

- what constitutes sexual harassment and sexual assault, and
- what to do if you experience or witness any of those things.

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

St Mark's College is committed to best-practice management to minimise the incidence and effects of sexual harassment.

We are committed to:

- a whole-of-community approach to preventing and responding to sexual harassment
- a zero-tolerance policy towards sexual harassment
- providing evidence-based education and training for staff and students throughout their time at College, and
- providing trauma-informed support for survivors, internally and/or through referral to professional support services.

We recognise that sexual harassment can have traumatic and devastating impacts on people experiencing or witnessing such behaviour.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students, and to their visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

What is covered by this Policy

This Policy applies to any and all forms of **sexual harassment** (see **Definitions** below) perpetrated by, experienced by or witnessed by anyone covered by this Policy.

Disclosure and Reporting

This Policy draws a distinction between **disclosing** and **reporting** (see **Definitions** below).

This Policy covers how to disclose and how to report sexual harassment to the College and how the College will respond.

Disclosing and reporting to external agencies are not governed by this Policy, but this Policy is not intended to preclude or inhibit in any way any disclosing or reporting to any external agency.

Sexual harassment is unlawful. A complaint process is available through the Equal Opportunity Commission (SA).

Procedural Fairness

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 disclose or report sexual harassment.

The College will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

The College cannot pursue any formal investigation or disciplinary process where a report is made anonymously or without identifying the respondent, but the information will still be used for the purposes of the College's risk identification, assessment and prevention strategies.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to disclosures and reports of sexual harassment.

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

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

Definitions

College	St Mark's College of 46 Pennington Terrace, North Adelaide SA
Complainant	Person who personally experiences or personally witnesses sexual harassment and who makes a disclosure or report.
Disclosure/Disclosing	Any disclosure by a complainant to a support person of sexual harassment experienced or witnessed by the complainant; any disclosure of the same by a support person to another support person.
Report/Reporting	A formal report by a complainant to the College, as provided for in this Policy, of sexual harassment experienced or witnessed by the complainant.
Respondent	Person who has, or allegedly has, perpetrated sexual harassment.
Sexual harassment	As defined in the <i>Sex Discrimination Act 1984</i> (Cth).
Support person	Any person to whom a disclosure of sexual harassment is made.

What behaviours are classified as sexual harassment

This Policy adopts the definition of sexual harassment in the *Sex Discrimination Act 1984* (Cth).

Sexual harassment can take many different forms – it can be obvious or indirect, physical or verbal, repeated or one-off. It can be perpetrated by a person of any gender against a person of the same or any other gender.

Sexual harassment can include:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against someone, or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive comments or questions about someone's private life
- Displaying material of a sexual nature, such as posters or magazines, or social media posts
- Sending emails or text messages, or sharing photos or social media posts, of a sexual nature
- Making comments or advances or suggestions of a sexual nature on social media

- Accessing sexually explicit internet sites
- Requests for sex or repeated unwelcome requests to go out on dates
- Criminal sexual behaviour, such as physical assault, indecent exposure, stalking or obscene communications.

Seeking Support – within the College

The College encourages anyone who has experienced or witnessed sexual harassment to seek support as soon as possible, so that they can be helped and supported.

We recognise that sexual harassment can be traumatic and that persons affected often find it difficult to talk to someone else about what has happened.

Disclosing

Anyone who experiences or witnesses sexual harassment can talk to a support person about what happened/what is happening, about how they feel and about what help and support they may need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is the complainant. What/how much the complainant discloses is up to the complainant. The role of the support person is to listen and to offer help and support.

Anyone (a relative, friend, or other trusted person) can be a support person.

The following people at the College have received appropriate training in this area, and anyone who has experienced or witnessed sexual harassment can seek help and support from these people at any time:

- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- Head Residential Advisors
- Residential Advisors.

The College's priority is the health, safety and wellbeing of the person who has experienced or witnessed sexual harassment, and the most important thing is to ensure that they are safe and supported.

The College acknowledges that disclosure of sexual harassment can also be traumatic for support persons. Support persons can also seek support from other support persons.

The complainant can ask the support person to keep the disclosure confidential, and that will be respected, except to the extent that the support person may need to disclose details in order to protect any person from a risk to safety, health or wellbeing.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to risks and incidents, may be limited if incidents are disclosed anonymously or confidentially or without all of the details. In such cases, the College will still use the *de-identified* disclosure (i.e. without disclosing the identity, or any details that may suggest the identity, of any person involved in the incident/s) for the purposes of the College's risk identification, assessment and prevention strategies.

For the same purposes, any member of staff of the College to whom a disclosure of sexual harassment is made is required to provide *de-identified* notice of the disclosure to the Master and/or the Dean.

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

Reporting

A complainant may choose to make a formal report of sexual harassment – this is called *reporting*. Reporting can happen at any time, whether before, after or instead of disclosing.

A support person cannot make a report of sexual harassment disclosed to them, because the College cannot be sure that the complainant wants that formal step to be taken. A support person can assist a complainant to make a report, including be with the complainant when the report is made.

The Specific Points of Contact at the College for reporting are the Master and the Dean.

A report can be made to the Master or the Dean in person or over the phone or in writing:

- Master, Ms Rose Alwyn: master@stmarkscollege.com.au / 0488 265 892
- Dean, Dr Areti Metamuata: areti@stmarkscollege.com.au / 0425 505 222

The College will acknowledge receipt of the report, acknowledge the complainant's experience and make clear that the complainant's safety and wellbeing is the first priority.

A complainant is free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken. That decision will be respected and the College will still provide support, information and advice to the complainant.

The complainant can make a report anonymously, or without reporting all of the details, and that will be respected, except to the extent that the Master/Dean may need to take action to protect any person from a risk to safety, health or wellbeing.

It may be important to report an incident as soon as possible, so that the College can provide appropriate support, investigate effectively, and identify and respond to safety risks. Having said

that, the College recognises that reporting can be traumatic and is ultimately the decision of the complainant, and the College does not impose any time limit for reporting.

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

- a report is made anonymously, confidentially or without all of the details
- significant time has passed between incident and report
- the complainant and/or the 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 reports 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* report/information for the purposes of the College's risk identification, assessment and prevention strategies.

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

Specific process for responding to a report

Instances of sexual harassment reported to the College will be handled sensitively, discretely, fairly, objectively and without bias.

Counselling support services will be offered throughout the process, irrespective of whether the complainant wishes to take the matter further.

1. Initial assessment

The Master/Dean will promptly and fairly conduct an initial assessment, which at minimum will include taking measures necessary or appropriate to:

- protect any person from a risk to safety, health or wellbeing, and/or
- assist in the effective implementation and progress of any subsequent investigation or disciplinary process (whether to be conducted by the College or an external agency).

As part of the initial assessment, the Master/Dean will consider the scope and timing of further action, taking all the circumstances into account.

The Master/Dean 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 (which may include referring the matter for investigation and/or action to police or other external agency) 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

The College commits to providing support and assistance (separately) to the complainant and to the respondent (where known) throughout the process, including in understanding options, by providing relevant information in a timely way, in accessing support services, and in dealing with external agencies (where applicable).

The College will assist complainants and respondents to access support services (including medical and legal services), but is not able to provide financial assistance to complainants or respondents for such services. The College cannot advocate for either party where that might compromise the impartiality, or appearance of impartiality, of the College's processes.

The College will inform, and keep informed, both the complainant and the respondent about applicable policies and processes, investigation outcomes, and any action the College proposes to take. Throughout, the complainant remains free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken; that decision will be respected and the College will still provide support, information and advice to the parties.

College sanctions and disciplinary action are at the discretion of the Master, taking into account all information provided by both parties and all the circumstances.

The College does not have control over external agencies' responses to any report of sexual harassment made to external agencies.

Seeking Support – other sources

Aside from the many sources of support at College, there are many other support services for anyone affected by sexual harassment.

Support persons at College can help anyone affected to access these services.

[Yarrow Place Rape and Sexual Assault Service](#)

[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

[Equal Opportunity Commission \(SA\)](#)

[1800RESPECT – National Sexual Assault, Domestic Family Violence Counselling Service](#)

[SA Police](#) – Emergency assistance (including ambulance): phone 000; non-urgent police assistance: phone 131 444

[Legal Services Commission of SA](#)

Policy Review

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.



St Mark's College

SEXUAL HARASSMENT FACT SHEET

It is very important to the safety and wellbeing of everyone who lives or works at (or visits) our College that no-one suffers any form of harassment – that includes sexual harassment.

What is sexual harassment?

Any words or behaviour of a sexual nature may be sexual harassment if they would – intentionally or unintentionally – cause another person to be offended, humiliated or intimidated.

Sexual harassment can take many different forms – it can be obvious or indirect, physical or verbal, repeated or one-off. It can be perpetrated by a person of any gender against a person of the same or any other gender.

Sexual harassment can include:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against someone, or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive comments or questions about someone's private life
- Displaying material of a sexual nature, such as posters or magazines, or social media posts
- Sending emails or text messages, or sharing photos or social media posts, of a sexual nature
- Making comments or advances or suggestions of a sexual nature on social media
- Accessing sexually explicit internet sites
- Requests for sex or repeated unwelcome requests to go out on dates
- Criminal sexual behaviour, such as physical assault, indecent exposure, stalking or obscene communications.

The law

Sexual harassment is unlawful, under the *Sex Discrimination Act 1984* (Cth).

That Act says that a person sexually harasses another person if:

- the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed, or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed,

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

College policy

St Mark's College is firmly committed to the safety and wellbeing of all students, staff and visitors and works continuously to foster respectful relationships between all members of our College community.

Any form of sexual harassment is contrary to the stated values of our College. Students, staff and visitors must not engage in any such behaviour.

Our full [Sexual Harassment Policy](#) is available in the Student Handbook and on the Student Portal.

What if I have experienced sexual harassment?

If you have experienced or witnessed sexual harassment, we encourage you to seek support, for your own wellbeing.

At any stage, you may speak with any of the following people at College, who have all received appropriate training and who will respond compassionately and discreetly: Master; Dean; Director of Learning; Chaplain; Assistant Deans; and Residential Advisors.

The most important thing is to ensure that you feel safe and supported. Our priority is your health, safety and wellbeing.

Disclosing: You can talk to a support person about sexual harassment you have experienced or witnessed, how you feel and what help and support you need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is *you*. You only need to tell us what you want to tell us. We will ask you what help and support you need.

Reporting: If you choose to – whether before or after disclosing – you may make a formal complaint about sexual harassment; this is called *reporting*.

A report may be made to the Master or Dean, in person or over the phone or in writing:

- Master, Ms Rose Alwyn: master@stmarkscollege.com.au / 0488 265 892
- Dean, Dr Areti Metuamate: areti@stmarkscollege.com.au / 0425 505 222

You may ask a support person – a friend or family member, or someone you trust at College – to help you make a report or to be with you when you make a report.

We will respond to the report promptly. We will keep you informed about what is being done in response to the report. At all times, you and anyone else affected will be offered support. You can change your mind about the report at any time and will still be supported.