

Sexual Assault or Harassment Reporting Flow Chart

CHC supports individuals who have been affected by sexual assault and/or sexual harassment to manage their response on their own terms – choosing the course of action that is best for them at the time depending on their own circumstances, and whether they feel safe and confident to do so.

Safety is the priority. While an investigation is underway, CHC will coordinate arrangements for counselling/support and minimise disruption to work or education.

Mandatory reporting: when a SASH incident involves a minor (someone under the age of 18) or where there is a reason to believe a member of the CHC community is in danger CHC must report this to external authorities.

SASH incident reported to initial point of contact for complaints i.e. SASH Officer, CHC Staff, First Responder, SRC, CHC Counsellor, online form

Offer immediate support.
If the incident is life-threatening or requires emergency response, contact triple zero (000).

Is the student or staff reporting a disclosure or complaint about an incident that affected them?

Is the student or staff reporting a disclosure on behalf of another person?*

Is it a disclosure or a report to CHC or would they like to report externally (i.e. Police).

Offer counselling and student services contact for support.

Student or staff is contacted by specialist staff member for support. They will be asked if they would like to make a report.

Would the student or staff like to be contacted?

The CHC SASH Officer is designated as an ongoing contact point and coordinates CHC's response. If the victim would like to make an external report a support person is available if the victim would like.

The disclosure becomes a report if the victim chooses to report the incident.

A copy of the completed SASH form is kept on record by the SASH Officer.

CHC executives are notified of the incident (with limited details). An investigation commences.

If the form indicates facility issues, then deidentified details are sent to the facilities manager for addressing.

Written notification provided to the student or staff of the outcome of the investigation and/or proposal for resolution within 20 days.

A copy of the completed SASH form is kept on record by the SASH Officer.

A SASH report which includes de-identified incident information is provided to CHC's Executive to be included in the Operations Annual Report. This report goes to CHC's Council. In all cases, the victim is deidentified.

Steps are taken to prevent a future incident wherever possible.

* This flow is for a disclosure only, this indicates that you or the affected person DONOT want CHC to investigate or to take any specific action in response to the incident. If a disclosure is made at a later stage, the victim can choose to make a complaint to CHC about the same incident. You cannot make a complaint on behalf of the victim, only a disclosure.

Reports can be made by a victim or on behalf of another person, of a recent or historical incident of sexual assault or sexual harassment that:

- Has been experienced at CHC or at a CHC event
- Has been experienced by a current or former CHC staff member
- Has been experienced by a current or former student
- Has been experienced by a member of the public where the perpetrator is suspected to be a CHC staff member or student.