

Sexual Assault and Harassment Reporting Flow Chart

Leaders Institute (LI) supports staff and students who raise concerns, seek help and support, and report incidents of sexual misconduct. LI supports staff and students affected by sexual assault and/or harassment to manage their response on their own terms depending on their own circumstances and whether they feel safe to do so.

1. DISCLOSURE

SASH incident reported to initial point of contact, i.e., any member of the LI community.

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

Complainant referred to an LI First Responder, who outlines available option, e.g., formal reporting to LI, community support, or reporting to the police or other external agency.
If complainant chooses formal reporting to LI, the following procedures are in place.

2. SUPPORT AND/OR REPORT

If complainant **gives permission** to release name and contact details, complainant and LI First Responder make a report together via:
• **Online Form:** [Sexual Misconduct Report Form](#)
• **Email:** studentsafety@leaders.edu.au

LI First Responder completes de-identified recorded disclosure form if:
• Complainant **does not give** permission to release name and contact details
• Disclosure is made anonymously or without sufficient information

Staff and students may make external SASH report to police or other external agency at any time, without prevention or pressure, and will be supported by LI if they wish to do so.

If SASH complainant is aged under 18, staff must make a mandatory report to the police or relevant agency

3. INVESTIGATION

SASH report added to LI's Complaints Register and investigated by the Sexual Misconduct Task Force. SASH report is not linked with other LI systems and does not impact on complainant's academic standing or immigration status (for international students).

If contact details provided, complainant contacted within two (2) business days or, in urgent circumstances, immediately.

Confidentiality: Reports not referred to police or other external agency without complainant's consent except when staff is compelled:
• under legislation
• to protect any person from risk to life, health, or safety
• complainant is aged under 18

Sexual Misconduct Task Force must:

- ensure care and consideration for a person's wellbeing
- avoid the potential of any additional trauma or harm to all individuals involved;
- ensure required support is provided;
- ensure confidentiality of disclosures;
- act fairly and respectfully, treating all involved with dignity;
- listen with compassion, not judgement or blame;
- ensure that the rights and responsibilities of all parties involved are protected;
- ensure de-identified data on disclosures and formal reports.

4. DECISION

Task Force may:

- reject complaint if it lacks substance
- report SASH to relevant internal and external authorities if complainant has supporting evidence

5. RESPONSE

Task Force responses determined on case-by-case basis. Considerations include:

- risk to complainant;
- principles of procedural fairness;
- balancing conflicting rights and interests and ensuring victimisation does not occur;
- requirements potentially amounting to a criminal offence;
- discussing proposed reasonable measures with affected parties

6. RECORD

All SASH reports, records, and correspondence are securely retained in accordance with the [Record Management Policy](#) and recorded by, monitored, and reported upon by LI. Access is subject to confidentiality requirements pertaining to related parties and LI staff requiring access.