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| Prepared by: | | |
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| 26 July 2018 |  |  |

**Federation University Australia**

**Respect. Now. Always.**

**Change the Course – Plan of Action**

Update – August 2018

| **Change the Course** | **UA 10-Point Plan** | **Action Taken** | **Action Planned** | **Responsible/**  **Status** |
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| 1. Vice-Chancellors should take direct responsibility for the implementation of these recommendations, including:   * advisory body reporting to VC with responsibility for guiding the implementation of the recommendations, with reps from senior leadership, students, academics, residential colleges, student services eg counselling, security, sexual assault services * advisory body develop action plan, based on best practice and consult widely * advisory body should assess and publicly report on the university’s progress within 18 months. | 2. Next steps in the Respect. Now. Always. Initiative  Universities Australia recommits to the Respect. Now. Always. Initiative as a long-term program of action led by the university sector to prevent and address sexual assault and sexual harassment. | Vice-Chancellor delegated Deputy Vice-Chancellor, Student Support and Services to lead RNA working group to take the response forward, with regular updates provided to Vice Chancellor.  Terms of Reference, membership, meeting schedule established.  VC has attended working party meetings.  DVC SSS gives updates at VC Senior Team meetings.  Reporting on progress has been provided to the University’s Audit and Risk Committee of Council.  FedUni’s Student Senate has been briefed at each meeting on RNA. Student Senate members are on the RNA working party. | Continue to expand the engagement of Student Senate leaders in meaningful and impactful ways.  Re-enforcing the role of the University as a change agent in the wider community. | DVC SSS/ VC  Commenced – ongoing. |
| 2. Develop a plan for addressing the drivers of sexual assault and sexual harassment providing students and staff with education about: behaviours that constitute sexual assault and sexual harassment, consent and respectful relationships, and bystander intervention.  Education programs and communications should target all levels of the organisation – current and future students, staff, residential colleges, sports clubs, student clubs, based on best practice, developed and delivered by individuals and/or organisations with expertise in sexual violence prevention, developed in consultation with students, include measures for evaluating and refining actions taken. | 1. UA will develop a respectful relationships education program tailored for students in Australia’s universities.  4. Sexual assault and sexual harassment education and awareness training for university leaders and staff  UA will make available to member universities new training modules for university staff and university leaders. This training is being developed by the Australian Psychological Society’s training institute and will be available from late 2017. | RNA working group developed education action plan, including development of face-to face training, sourcing and implementing on-line training, and overall implementation plan for incorporation into 2018 staff induction, student orientation and theme weeks.  Face-to face training commenced mid 2017. Delivered to all student leaders (Teams, Clubs, Residential, Mentors). Has been evaluated by students.  RNA / FedUni against Violence App launched in Sem 1 2018 and is available to all students  University sits on local Community Safety Advisory Committee and provides briefings and updates, and collaboration opportunities with local VicPol, City Council, Women’s Health Grampians and other community bodies. | Student feedback from training sessions continues to assess impact and to inform content development delivery.  Awareness raising and sexual assault / sexual harassment and consent training to be rolled out to all students through mandatory on-line module in 2019.  Plan for an annual re- launch of RNA / FedUni against violence app to coincide with new and returning student orientation.  Integration of training/awareness material into staff inductions and provision of online training material.  Increase provision of face-to-face training for first responder staff.  Continue to engage with community partners and support agencies identifying ways in which we can learn and contribute to other organisations | DVC SSS and RNA working group  Commenced – Ongoing  Next major delivery for Semester 1 2019. |
| 3. Ensure students and staff know about internal and external support services and reporting processes for sexual assault or sexual harassment, widely disseminated, displayed clearly, in a logical place(s) on the university website, provided to students as part of orientation and to new staff as part of induction.   1. Ensure that information about internal and external reporting procedures and support services is accessible to all students and staff, including: people with disability, people from CALD backgrounds   Evaluate the activities to ensure that these measures have been effective in increasing awareness among staff and students. | 8. An interim national student support line  The support line will operate from 31 July 2017 until 30 November 2017 and will be a complement to local university counselling services during this period. | RNA working group developed ongoing communication action plan, including on-going improvement of FedUni Against Violence website, consideration of additional modes of communication and awareness campaigns. The first major campaign completed mid-late 2017 included post cards, posters, market stands, web and media, mandatory training for student leaders. Overall implementation plan and calendar rolled out in Orientation and theme weeks in 2018.  The majority of staff are White Ribbon trained.  Support service awareness material has been provided to all staff. Further staff awareness training was undertaken in 2018.  Major improvement to FedUni Against Violence website completed mid 2017 and used as the primary vehicle for RNA, White Ribbon and Safer Campuses material.  Video message from Vice-Chancellor to all staff and students highlighting the general recommendations and FedUni’s commitment to these.  Updated video message from Vice-Chancellor to all staff and students highlighting the need for a cultural shift with the RNA / FedUni against violence message.  Translation of support and training material into student “home” languages is underway.  A smartphone app has been developed and shared by Monash University. This app has been customised for FedUni and was launched in 2018. The app provides training resources and support services awareness information.  New guidelines for the University’s response to allegations of sexual offences is being prepared with review of processes being conducted for release in 2018. | Improved Safer Campuses issues recording and reporting database is being developed for implementation trial in late 2018  Continue to regularly update factsheets and awareness updates for staff and students plus regular newsletters, FedNews items and social media and FedUni’s Against Violence website.  Continue to implement White Ribbon training (incorporating FedUni family domestic violence policy) for new staff.  Review and replenish resources to embed awareness of support services available to university community.  Continue to review and enhance website across 2018 / 2019 with leadership from Equity and Diversity staff.  Continue to assess the effectiveness and enhance (on a case by case basis) the University’s response to students reporting sexual assault and harassment.  Create video on safety and RNA using student actors.  Complete the development of guidelines on responding to a disclosure of a sexual assault and provide training to first responder staff in their application  Incorporate appropriate UA policy recommendations into FedUni policy and Practice. | DVC SSS and RNA working group  Commenced – Ongoing  Next major delivery for Semester 1 2019. |
| 4. Commission an independent, expert-led review of existing university policies and response pathways in relation to sexual assault and sexual harassment.  In the interim, draw on sexual violence counselling expertise to develop and review processes for responding to sexual assault and sexual harassment of students to ensure that they ensure immediate safety and wellbeing, are clear and accessible, provide individuals with control, provide support to continue studies, provide specialist support, accommodate the needs of students from a diverse range of backgrounds. | 7. Universities Australia will develop a set of best practice guidelines on responding to reports of sexual assault and sexual harassment in a compassionate and timely way. | FedUni’s Equal Opportunity and Valuing Diversity Policy, and the Discriminatory and Sexual Harassment Complaint Procedure is being updated.  Minor revisions reflecting current best practice completed in 2017 including encouraging Police reporting, and the option of the University to choose to report on behalf of the complainant.  RNA working group has developed and reviewed the action plan, including timeline and action officer/s for the review of both the policies, procedures and pathways in relation to sexual assault and sexual harassment, and FedUni’s overall stance on gender equity.  This will be informed by the release of UA’s best practice guidelines.  All FedUni Counsellors are trained (Centre Against Sexual Assault) in responding to and dealing with sexual assault and harassment disclosure and trauma. |  | DVC SSS, Manager Equity and Diversity and RNA working group  Commenced – Ongoing  The need for a further external review will be considered by the RNA working party after the release of the UA guidelines. |
| 5. Universities should conduct an assessment to identify staff members and student representatives within their institution most likely to receive disclosures of sexual assault and sexual harassment.  Universities should ensure that these staff members and student representatives receive training in responding to disclosures of sexual assault and sexual harassment, delivered by an organisation with specialist expertise in this area. | 5. Extending first responder training to more frontline university staff  As universities seek to institute, upgrade or extend their first responder training, Universities Australia will coordinate the provision of this specialist training for university staff through Rape and Domestic Violence Services Australia or an equivalent local provider. | Key support staff have received first responder training.  Professional staff working in environments where they interface with or come in contact with students have received group awareness training and direction to supporting resources.  All staff have been personally provided with “what to do”/”first responder” cards and referral cards for support contacts and online resources.  Management groups have received awareness briefings with guidance on resources and services.  RNA working group developed action plan, including provision of online and print resources, face-to-face training and consideration of online training for incorporation into 2018 staff induction, student orientation and theme weeks. | Across semester 2, 2018 and into 2019, continue to provide key staff with training in how to receive and deal with disclosure.  Release and train staff on new guidelines on responding to disclosure of sexual assault. | DVC SSS and RNA working group  Commenced – Ongoing  Next major delivery for Semester 1 2019. |
| 6. Ensure that information about individual disclosures and reports of sexual assault and sexual harassment is collected and stored confidentially and used for continuous improvement of processes, including details of the complaint/incident, steps taken to respond to the complaint /incident, support or assistance received, any feedback provided by the complainant/ respondent in relation to the process.  Access to this information should be limited. On a regular basis – at least every six months – VC should be provided with de-identified reports of this data, and recommendations for improvements to processes. |  | RNA working group has developed action plan to review current practice and recommend improvements, including review of how information is currently collected and stored – in context of Student Complaint Handling project undertaken for DVC SSS.  Technical recording system has been identified and is being developed.  Consistent reporting and recording Policy is under development.  FedUni is working with Vic Pol to investigate ways of benchmarking reported incidents and sharing of information. | System development underway with testing due in the latter part of 2018.  VVCC RNA working party with VicPol. Waiting for VicPol to agree to establish Uni Liaison position – head of VVCC taking it forward with VicPol | DVC SSS, and RNA working group  Report “Recommendations for the Management of Student Grievances and Complaints” submitted to DVCSSS June 2017 – recommending centralised complaint handling and recording.  Commenced – Ongoing  System improvements in 2018. |
| 7. Within six months of this report, but as soon as possible, universities should conduct an audit of university counselling services to assess the capacity of university counselling services to respond to students’ requests for counselling in an appropriately timely manner, if counselling staff have received training in working with sexual assault survivors.  As part of this audit, collect data on the average length of time students are required to wait to see a university counsellor, the number of urgent/crisis requests for counselling received.  Determine whether additional counselling services are required to meet the urgent needs of students who have experienced sexual assault or sexual harassment. | 6. Specialist professional development for university counsellors  In a national first, Universities Australia will make available to member universities a new training module in specialist professional development for university counsellors. This professional development module is being produced by the Australian Psychological Society’s training institute and will be available from late 2017. | The FedUni Counselling service had over 2600 presentations in the previous 12 months. Approximately 4% of these related to trauma – which would include sexual assault (but also includes common assault, self-harm etc).  All FedUni Counsellors are trained (Centre Against Sexual Assault) in responding to and dealing with sexual assault and harassment disclosures and related trauma.  FedUni Counselling wait times are typically less than 1 week with critical cases being taken immediately in most instances. Minimum wait times in our region for other providers are in excess of 4 weeks.  Caseload for FedUni Counsellors is currently in line with APS guidelines.  UA/APS training will be undertaken by the FedUni Counselling team upon its release. | Ongoing review of case loads, nature of cases handled and service model.  Additional training to be undertaken as it becomes available. | DVC SSS, Director SC and RNA working group  Commenced |
| 8. Universities should engage an independent body to conduct the *National university student survey of sexual assault and sexual harassment* at three-yearly intervals to track progress in reducing the prevalence of these incidents at a sector-wide level. | 9. A commitment to repeat the national student survey  Universities Australia will undertake a follow-up national student survey in three years to measure the effectiveness of measures undertaken by the university sector and to guide further action. | VC to approve engagement with UA national survey in 3 years time. |  | VC/DVC SSS  FedUni has committed to the follow up survey. |
| 9. In addition to considering the implementation of the university recommendations made in this report, residential colleges and university residences should commission an independent, expert-led review of the factors which contribute to sexual assault and sexual harassment in their settings.  This review should consider:   1. appropriate responses by a college or university residence to reports of sexual assault and sexual harassment 2. a trauma-informed and rights-based approach in a situation in which an allegation of sexual assault has been made 3. the ways that hazing practices and college ‘traditions’ facilitate a culture which may increase the likelihood of sexual violence 4. the role of alcohol in facilitating a culture which may increase the likelihood of sexual violence 5. the level and nature of supervision in a twenty-four hour residential setting in which large numbers of young people are living away from home, and 6. the level and adequacy of training required to equip residential advisors to serve as first responders or in response to matters of sexual assault and harassment. | 10. Training and education in colleges and residential halls  Universities Australia will make resources available to colleges and residential halls to assist them to prevent and address sexual assault and sexual harassment. We will work with University Colleges Australia to encourage key staff in their colleges to access first responder training so that a student’s first contact when they disclose an incident of sexual assault or sexual harassment is compassionate and supportive. | FedUni Currently has no students living in affiliated independent colleges.  StudentOne (Brisbane) has been briefed on RNA and asked to demonstrate how they will assure compliance with the relevant TESQA standards (as per Guidance Note: Wellbeing and Safety).  FedUni Living induction and orientation program is managed by the University. “Compass Week” is a period that is free of alcohol and features explicit training on respectful relationships, consent and awareness of support services.  Alcohol free periods extend from check in day to the first day of class (up to two weeks), and from the first day of SWOTVAC to the end of exams.  Each residential unit has a dedicated residential advisor who has received additional training in University policy, behaviour management and first responder action. | Evidence provided and subject to regular review.  Student feedback from training sessions continues assess impact and to inform content development delivery. | DVC SSS  Commenced – Ongoing  Next major delivery for Semester 1 2019. |
|  | 3. New principles for postgraduate student and staff interaction  Universities Australia, the National Tertiary Education Union and the Council of Australian Postgraduate Associations will develop a code of practice to guide interaction between supervisors and postgraduate students. | Research leadership briefed on the Change the course report.  HDR students are included in all student communications.  New HDR handbook currently being developed and will be in line with the CAPA Code of Practice. |  | DVC SSS  DVC R&I  Commenced – Ongoing  For implementation when code of practice is released. |