MONASH College

Sexual Harm Response Procedure

Purpose

This procedure outlines the process for individuals to disclose or report sexual harm to Monash College and provides information on the support services available to all individuals impacted by sexual harm. This procedure adopts a trauma-informed approach, emphasising the safety and well-being of *victim-survivors*.

Scope

This procedure applies:

- at all times when persons are working for, studying, representing, or travelling with or for Monash College (the College). This includes, but not limited to, attending and participating in the College events both on and off-campus, functions, and activities (e.g., end-of-year functions, sporting events, cultural events, competitions, placements, conferences, held nationally and internationally); and
- to all Monash College locations, including but not limited to:
    - College campuses, premises and facilities;
    - premises where College business or activities take place;
    - College-owned or operated accommodation; and
    - College-owned or operated virtual spaces.

The College reserves the right to address off-campus conduct that impacts the College community, treating such incidents as if they occurred on College premises or during College events, even if they fall outside the scope of this Procedure.

This Procedure serves as a guide for all international partners which can be incorporated into local policies and procedures, with consideration of local laws and practices.

Procedure

Sexual harm is a form of gender-based violence and can impact anyone. Monash College is committed to preventing sexual harm through:

- regular education and training for *staff* and *students*,
- communication of expected standards of behaviour via the Staff Code of Conduct and Student Code of Conduct.
- collaboration with experts both within the Monash community and externally where possible

The College recognises a shared responsibility to maintain a safe learning, working, and living environment free from sexual harm. In responding to reports or *disclosures* of sexual harm, the College prioritises the rights, choices, safety, and wellbeing of victim-survivors. The College employs a *trauma-informed* and *person-centred approach* to ensure no further harm is caused to those making disclosures or reports.

This Procedure uses the term *'sexual harm'* as an umbrella term for a range of non-consensual conduct of a sexual nature, including *sexual assault*, *sexual harassment*, *grooming* and other unwanted sexual contact. This also includes but is not limited to some forms of stalking and *technology-facilitated abuse*.

For emergency contact points or support services, refer to Section 4 or see the Emergency Contacts web page.

1. Disclosures

Ref	Process Steps	Responsibility
Making a Disclosure		
1.1	Any person can make a *disclosure* of sexual harm, and in doing so, may seek advice, information on available resources, and/or access to support or other services.	Staff and students
1.2	Disclosures can be made to Monash College via the pathways set out in Section 4, which includes various options to seek advice, support, express safety concerns, and/or explore formal reporting options. The College recognises that disclosures may also be made outside these channels to other members of the College community and encourages these individuals to seek support as per clauses 1.4 - 1.6, “Disclosures made to staff and students”.	Staff and students
1.3	Disclosures of sexual harm can be made anonymously, meaning the disclosing parties and/or individuals involved may not be identified. The College takes anonymous disclosures seriously; however, anonymity may limit the College's ability to provide appropriate support.	Staff and students
Disclosures made to staff and students		
1.4	If an individual staff member or student receives a disclosure of sexual harm, they should: ● refer the victim-survivor to College support services (see Table 1); ● provide relevant resources for direct contact; ● seek and share information with the discloser from resources in Table 1.	Staff and students
1.5	With the victim-survivor's *consent*, a person receiving a disclosure may: ● discuss the matter with relevant support services (see Section 4), and ● request that these services contact the victim-survivor directly.	Staff and students
1.5.1	If the victim-survivor is under the age of 18, a person receiving a disclosure must report the matter to: ● Safer Community Unit (see Section 4.1), and/or	Staff and students

	• Head of Student Services. This reporting is mandatory as per Child Protection and Safety Policy and Procedure and Child Safe Standards Framework. Additionally, staff members must fulfill any additional reporting requirements specified by their external professional bodies or regulators, such as the Victorian Institute of Teaching. For disclosures made by or related to students under the age of 18 regarding child abuse or personal safety concerns, refer to Child Protection and Safety Procedure. This procedure outlines: • the advice the College will provide to students, including actions taken to ensure student safety. • the reporting process, including legal reporting obligations. The Child Protection and Safety Procedure is bound within the College's Child Safe Standards Framework. This framework outlines how the College supports the delivery of a safe environment for all children and young persons at Monash College.	
1.6	Support resources listed in Section 4 are available to anyone who receives a disclosure of sexual harm or becomes aware of such incidents, even if they were not directly impacted.	Staff and students
Confidentiality and Direct Action by Monash College		
1.7	A person receiving a disclosure must not discuss the matter with any other persons without the explicit consent from the victim-survivor, except when: • there is a serious or immediate risk to the safety of another person, • legislative requirements apply (e.g., mandatory reporting relating to sexual harm of a person under the age of 18). In such circumstances, and to the extent possible, Monash College will take measures to avoid identifying the victim-survivor. For alleged criminal conduct, Monash College may contact the police and suspend any action under this procedure pending an investigation by the police.	Staff and students
1.8	The College will inform the discloser about its obligation to take such direct action and will discuss and provide any	Staff and Support Services

	advice and support required.	
Reporting and Victim-Survivor Rights		
1.9	Reporting is one possible outcome of a disclosure, however, the decision of whether or not to make a *formal report* is driven by the choice of the victim-survivor.	Staff and students
1.10	Monash College *respects* and supports any individual's choice in making a disclosure of sexual harm and empowers victim-survivors to decide on what steps they wish to take after disclosure.	Staff and Support Services

2. Formal Reports

Ref	Process Steps	Responsibility
Making a Report		
2.1	The formal reporting of sexual harm can be made by the victim-survivor or an authorised person.	Staff and students
2.2	If the victim-survivor would like a report made on their behalf, they can request that the person or team to whom they disclosed make the report for them.	Staff and students
2.3	Reports should be made to the Safer Community Unit.	Staff and students
Principles of Reporting Sexual Harm		
2.4	All reports of sexual harm will be treated with confidentiality, sensitivity, and respect, following a trauma-informed approach.	Staff and students
2.5	Victim-survivors can choose to report to external agencies such as the police and/or to the College. The College supports the rights of all victim-survivors to determine when and where to make a report.	Staff and students
2.6	Formal reports can be made anonymously. These reports are taken seriously, and the College will assess appropriate actions for responding to the formal reports. However, anonymity will limit the actions able to be taken by the College, including the ability to investigate the report or the provision of support or updates to the victim-survivor.	People and Culture/Student Service
2.7	Victim-survivors have the right to withdraw their report at any time in the process and may seek support to do so via the channels outlined in Section 4.	Staff and students
2.7.1	If an investigation or disciplinary action is already	People and Culture/Student

	underway, a report may not be able to be withdrawn, however, the College will respect the wishes of the victim-survivor to withdraw from participating in the process.	Service
Actions and Outcomes		
2.8	Investigations into reports of sexual harm involve risk assessments which may be undertaken at College level based on known information about students/staff or areas of harm.	People and Culture/Student Services
2.9	All assessments and investigations will follow principles of *procedural fairness*, independence, impartiality, and timeliness.	People and Culture/Student Services
2.10	Where a victim-survivor makes a formal report, the College may investigate the report and undertake an investigation or an alternative resolution pathway including, but not limited to: facilitated discussions, non-disciplinary meetings, and/or referrals to educational programs.	People and Culture/Student Services
2.11	When determining appropriate action, the College will consider the seriousness of the report and the perspective of the victim-survivor.	People and Culture/Student Services
2.12	Reports made against staff will be handled per Staff Code of Conduct, and the relevant Enterprise Agreement Grievance Procedure as deemed applicable based on the seriousness of the report.	People and Culture
2.13	Reports made against students will be handled per the Student Code of Conduct.	Student Services
2.14	If an *associate* is the subject of a report, the report will be referred to the relevant area for input or action, as outlined in the applicable instruments of appointment and/or contract terms.	People and Culture/Student Services
2.15	Where a *visitor* or another person who is not a Monash College student, staff member or associate is the subject of a report, the College will support the victim-survivor within the bounds of its authority and provide them with referrals to relevant external organisations.	People and Culture/Student Services
2.16	Individuals who are the subject of a report of sexual harm:	People and Culture/Student Services

	● will be informed about the nature of the report and given the opportunity to respond. ● will be notified of any actions taken by the College and outcomes of any processes in writing.	
2.17	Following an investigation that substantiates an allegation of sexual harm, the individual found to have caused the sexual harm will be held accountable, and any action taken will be proportionate to the seriousness of the matter. Such action may include: ● **for students:** disciplinary action up to and including exclusion from Monash College; ● **for staff:** disciplinary action up to and including termination of employment; and ● **for an associate:** the College will explore the range of outcomes possible, up to and including termination of engagement or appointment.	People and Culture/Student Services
Support and communication		
2.18	Support is provided to all involved in a report of sexual harm, including the victim-survivor, any witnesses, individuals receiving disclosures, and those involved in investigations (refer to Section 4).	People and Culture/Student Services
2.19	The College is committed to providing information to victim-survivors and individuals who are the subject of a report about the steps involved in any resolution process, and will seek to provide reasonable updates throughout such processes.	People and Culture/Student Services
2.20	A victim-survivor may nominate a designated contact person to reduce their involvement in the case. Contact details of the contact person will be kept confidential per Section 5.	Staff and students
Reports to the Police		
2.21	While Monash College can assess and investigate formal reports of sexual harm and determine on the balance of probabilities that the alleged sexual harm did occur, constituting a breach of Monash College policy, this is not a substitute for a criminal process.	People and Culture/Student Services
2.22	Sexual harm may constitute criminal conduct, and anyone who has experienced it may report their experience to the police, regardless of whether they choose to disclose or report to the College.	People and Culture/Student Services

2.23	If there is a police investigation or legal proceeding arising from sexual harm that is also subject to a formal report to Monash College: ● The police investigation or legal proceeding takes precedence over any Monash College process, or investigation. ● College processes may be paused until the police investigation or legal proceeding is concluded. However, reasonable actions may still be taken by the College to support safety and manage risk. ● Any actions taken by the College in relation to a formal report of a sexual harm will be conducted in a manner that minimises, to the extent possible, interference or perceived interference with current, pending or future police investigations or legal proceedings.	People and Culture/Student Services
Victim-survivor Rights		
2.24	Any victim-survivor has the right to make a report of sexual harm and will not be victimised for doing so. *Victimisation* goes against the expected behavioural standards of the College (as per the Staff Code of Conduct and Student Code of Conduct) and will be managed accordingly.	Staff and students

3. Precautionary measures

Ref	Process Steps	Responsibility
3.1	Monash College takes a trauma-informed approach to sexual harm incidents and may facilitate, negotiate, and implement precautionary measures to protect the safety of the College community.	Student Services/Security/People and Culture
3.2	Precautionary measures can be implemented based on a disclosure, without a formal report.	Student Services/Security/People and Culture
Implementation of Measures		
3.3	The College may decide to implement precautionary measures after receiving a disclosure or formal report of sexual harm.	Student Services/Security/People and Culture
3.4	The victim-survivor's wellbeing and wishes will be central	Student

	to the decision-making process when determining any precautionary measures to implement.	Services/Security/People and Culture
3.5	Precautionary measures may include, but are not limited to: ● restricting access to the College, Monash University, and/or other properties (including associated residences) by the person who is the subject of a disclosure of sexual harm; ● temporarily preventing attendance at specified activities (such as classes or participation in non-academic activities for students, or workplace activities for staff); ● relocate individuals from College accommodation; ● prohibit individuals from speaking to or approaching another person via channels , including but not limited to: social media, email, letter, telephone, through a third party, or through any other method; and/or ● suspension (of a staff member or student).	Student Services/Security/People and Culture
3.6	Measures will be reasonable and proportionate to the seriousness of the circumstances.	Student Services/Security/People and Culture
3.7	Precautionary measures do not constitute a penalty or sanction, nor do they indicate that the College has determined a breach of the Staff Code of Conduct and Student Code of Conduct has occurred.	Student Services/Security/People and Culture
3.8	A student's failure to comply with any precautionary measures may constitute a breach of the Student Code of Conduct.	Students
3.9	A staff member's failure to comply with any precautionary measures may constitute a breach of Staff Code of Conduct.	Staff
Consideration for Implementing Precautionary Measures		
3.10	Measures may be introduced pending internal or external investigations or risk assessments.	Student Services/Security/People and Culture
3.11	Measures may remain in place for the duration of an individual's association with the College or for a set period of time.	Student Services/Security/People and Culture
3.12	Pending the outcome of any investigation or assessments, precautionary measures may remain in place or be altered to respond to changing circumstances.	Student Services/Security/People and Culture

3.13	Following the conclusion of investigations, the precautionary measures may be lifted or altered.	Student Services/Security/People and Culture
3.14	Victim-survivors will be consulted on any precautionary measures put in place, and during any review or change to these measures. This process will take into account the safety and wishes of the victim-survivors.	Student Services/Security/People and Culture

4. Services and support

Making a disclosure or report

4.1 Table 1 provides the College's primary contacts for making a disclosure or formal report of sexual harm. Disclosures and formal reports can be made to these contacts regardless of where the alleged sexual harm occurred. For emergencies, incidents requiring immediate response, refer to the emergency contacts in Table 2. Table 2 also lists available support services for staff and students.

Table 1 - Monash College primary contacts to make a disclosure or formal report of sexual harm

Location	Student and staff disclosures and reports
Student and staff disclosures and reports	
Monash College, Docklands	Safer Community Unit (for all locations): ● Website: monash.edu/safer-community ● Phone: + 61 3 9905 1599 (available Monday - Friday, 9am - 5pm) ● Email: safercommunity@monash.edu
Staff disclosures and reports	
Monash College, Docklands	People and Culture or Health, Safety and Wellbeing Teams: ● Email: pandcteam@monashcollege.edu.au; OR ● Website: Safety and Risk Analysis Hub (SARAH)

Seeking support

4.2 Monash College provides services and support for individuals who are experiencing, have experienced, or witnessed sexual harm. Table 2 details key contacts who can provide emergency assistance, and advice, support and referrals to external services relating to sexual harm.

Table 2 - Support services

Support Services	Contact Details
Emergency response	
Security on campus	Website Phone: 9905 3333
Emergencies off-campus (police, ambulance, fire)	Phone: 000
Global 24 Emergency Assistance (for Australian students and staff on Monash overseas travel)	Phone: +61 2 9312 5191 (available 24/7)
For students	
Student Counselling Services: ● Provide support for all students	Website Counselling Portal (Booking appointments) Email: Counselling@monashcollege.edu.au
U18 Guardianship Service: ● Provide support for all under 18 students registered with the Guardianship Service	Phone: 9903 8252 (M-F 9am-5pm) Email: guardians@monashcollege.edu.au
Student Welfare	Email: engagement@monashcollege.edu.au
For staff	
Employee Assistance Program	Website
People and Culture	Email: pandcteam@monashcollege.edu.au
Occupational Health and Safety	Email: ohs@monashcollege.edu.au
External support services	
24/7 External phone counselling for Monash Students	Phone: 1300 788 336 (or from overseas call +61 2 8295 2917)
After-hours student hotline for counselling	Phone: 1800 725 315
Sexual Assault Services Victoria	Website
Sexual Assault Crisis Line (24/7)	Phone: 1800 806 292
1800 RESPECT (24/7)	Phone: 1800 737 732
Lifeline (Crisis Counselling)	Phone: 13 11 14 Phone, counselling with translation: 13 14 50

5. Protection from victimisation

Ref	Process Steps	Responsibility
5.1	Monash College will not tolerate conduct that victimises a person who: ● makes an allegation, disclosure or report of sexual harm to Monash College or any external agency; ● files a complaint with the police; ● is involved in or is a *witness* in an investigation or hearing in relation to an allegation of sexual harm; or ● is otherwise associated with a student or staff member who has pursued rights under this Procedure, under the Student Code of Conduct or under any applicable legislation.	Staff and students
5.2	Any conduct that victimises a person relating to sexual harm may constitute a breach of the Staff Code of Conduct and Student Code of Conduct and may result in action taken by the College in accordance with those policies.	Staff and students

6. Confidentiality, Privacy and Reporting

Ref	Process Steps	Responsibility
Confidentiality		
6.1	To protect the rights and privacy of all involved, all staff, students, and associates must handle information related to sexual harm disclosures and reports sensitively, and with respect to the people who may be identified from the information.	All staff
6.2	The College will keep disclosures and reports of sexual harm confidential. No notes should be kept in public documents or discussed with any party not associated with the conduct or investigation.	People and Culture/Student Services
Record Keeping and Disclosure		
6.3	Investigation outcomes shall be recorded in accordance with the Student Code of Conduct,	People and Culture/Student Services

	Student General Misconduct Procedure, and the Staff Code of Conduct.	
6.4	Records can only be disclosed externally with the student's consent or as required by law. This will be handled in accordance with the Monash College Data Collection and Privacy Procedure and Student Data Protection and Privacy Collection Statement.	People and Culture/Student Services
6.5	Limitations to privacy may apply in circumstances where the College takes direct action relating to sexual harm in response to a serious or imminent risk to safety, or where required by law. See clause 1.7.	People and Culture/Student Services
Reporting		
6.6	Provide de-identified annual reports to College governance committees, Monash University and other relevant bodies where required.	People and Culture/Student Services
6.7	Review and/or discuss student general conduct reports to inform continuous improvements and/or training requirements for students and/or staff.	College Board and governance committees
6.8	Monitor any trends and/or data identified in sexual harm reports to determine any areas of concern and develop risk mitigation strategies.	Chief Executive Officer, Executive Director People and Culture (or equivalent) or delegate

Definitions

Associate	For the purposes of this procedure, 'associates' are defined as contractors, conjoint appointments, affiliates, and adjunct appointees.
Consent	Consent means free and voluntary agreement between people engaging in sexual acts. Consent cannot be assumed. Consent must be ongoing and mutual. It must be present every time, including for the duration of any sexual act. Consent can be withdrawn at any time. Consent to one act does not mean consent is agreed to in any other act. Consent to an act with one person does not mean consent is agreed to in an act with a different person, or with the same person on a different occasion. A person engaged in a sexual act must reasonably believe that the other person consents to the act. A person's belief in consent is not reasonable if they did not, within a reasonable time before or at the time of the act, say or do anything to find out whether the other person was consenting.

	A person must say or do something to communicate consent. Just because a person does not resist verbally or physically, it does not mean that they consent. Consent can be communicated by words or gestures, that is, by saying or doing something. A person does not consent to a sexual act if, including but not limited to, they: 1. do not say or do anything to indicate consent to the act; 2. having given consent to the act, the person later withdraws consent to the act taking place or continuing; 3. submit to the act because of; a. force, a fear of force, harm of any type to themselves, someone else or to an animal, regardless of; i. when the force, harm or conduct giving rise to the fear occurs; and ii. whether it is, or is a result of, a single incident or is part of an ongoing pattern. b. coercion or intimidation regardless of; i. when the coercion or intimidation occurs; and ii. whether it is, or is a result of, a single incident or is part of an ongoing pattern. 4. they are unlawfully detained; 5. they are overborne by the abuse of a relationship of authority or trust; 6. are asleep or unconscious; 7. are so affected by alcohol or another drug that they are incapable of consenting, or withdrawing consent to the act; 8. engage in the act in the course of providing commercial sexual services and they do so because of a false or misleading representation that they will be paid; 9. are incapable of understanding the sexual nature of the act; 10. are mistaken about the sexual nature of, or the identity of any other person involved in the act; 11. mistakenly believe that the act is for medical or hygienic purposes; or 12. consented to engage in the act on the basis that barrier protection (including a condom or dental dam) is used and the other person before or during the act intentionally removes or tampers with the barrier protection or intentionally does not use it.
Child abuse	For the purposes of this procedure, abuse constitutes any act committed against a child involving: ● physical violence ● sexual offences ● serious emotional or psychological abuse ● serious neglect

Disclosure	Disclosures refer to the sharing of information with another person about an experience of sexual harm. Disclosures can be made to anyone. A person who discloses an experience of sexual harm may be a victim-survivor or a third party, and they may be seeking advice, information about resources, and/or support, and may or may not want to make a formal report.
Formal report	A formal report refers to a victim-survivor providing a detailed account of an alleged experience of sexual harm to a person or institution that has the authority to act and provide a formal response or resolution.
Gender-based violence	For the purpose of this procedure, gender-based violence is defined according to the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025, and means any form of physical or non-physical violence, harassment, abuse or threats, based on gender, that results in, or is likely to result in, harm, coercion, control, fear or deprivation of liberty or autonomy. The following acts of harm and violence driven by gender inequality are recognised forms of gender-based violence: sexual harm including sexual assault and sexual harassment; family violence and intimate-partner violence; stalking; technology-facilitated abuse; harassment, discrimination, bullying and other forms of violence.
Grooming	Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. This can include grooming conducted online and over the internet. Grooming can involve communicating or attempting to befriend, establish a relationship, or create an emotional connection with the child or their parent or carer.
Inclusivity	A practice of providing equal access and opportunities to all activities for every person, irrespective of their background or characteristics.
Person-centred approach	A person-centred approach focuses on supporting an individual through understanding their lived experience and not taking a one-size-fits-all approach.
Procedural Fairness	A process where the same procedures are applied to all persons and no similar student case is heard in a different way or through application of varying outcomes to another. Students and staff have the right to respond to allegations and have their response considered as part of the determination of misconduct cases.
Respect	Monash College has specific values of respect which it promotes among its community, these include *inclusivity*, courtesy, safety and wellbeing, as well as respectful interactions and communications with others.
Sexual assault	Any unwanted sexual acts or sexual contact that happened in circumstances where a person was either forced, threatened, pressured, tricked, or no effort was made to check whether there was consent to the act, including in circumstances where a person was asleep or affected by drugs or alcohol.
Sexual harm	An umbrella term for non-consensual conduct of a sexual nature. It includes acts (or attempted acts) such as: sexual assault, sexual harassment, technology-facilitated abuse and other conduct of a sexual nature engaged in without consent. Sexual harm is different from a consensual, welcome or reciprocated interaction.

Sexual harassment	A person sexually harasses another person (the person harassed) if: a) the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or b) 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.
Staff	For the purpose of this procedure, staff means a person that is engaged by Monash College under: a) a contract of service; or b) a contract for service.
Student	A person who: a) is admitted to a course of study at Monash College; b) is enrolled at Monash College in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study; c) is pursuing a course of study or unit of study at Monash College through an exchange or study program or other arrangement between Monash College and another educational institution; d) is engaged in a student mobility program involving Monash College, whether or not the program is credited towards a course of study or unit of study; e) has completed a course of study but on or to whom the relevant award has not been conferred or awarded; f) has deferred, or has intermitted, or has been suspended from, a course of study; g) is enrolled in a course of study or one or more units of study offered by Monash College through another educational institution.
Technology-facilitated abuse	Technology-facilitated abuse refers to a range of behaviours where digital technologies are used to facilitate both virtual and face-to-face sexual harm, including, but not limited to: online sexual harassment, cyberstalking, image-based abuse and technology-facilitated sexual assault.
Trauma-informed approach	A trauma-informed approach validates the victim-survivor's experience of sexual harm and helps provide them with a sense of agency. It includes responding with compassion and empathy to any disclosure or report of sexual harm and during any related processes
Victimisation	Subjecting a person to negative treatment because they have: asserted their rights under equal opportunity law; made a complaint under equal opportunity law; helped someone else make such a complaint; and refused to do something because it would be discrimination, sexual harassment or victimisation. Monash College expects that its staff and students be free from discrimination based on these characteristics at any location.
Victim-survivor	A person who has experienced sexual harm. This term acknowledges that the person is both a victim of a crime and a human rights violation, and a survivor with respect to their autonomy, strength and resilience. The term also acknowledges that different people may identify with both these terms or either at different points.

Visitor	A visitor is anyone who is not a staff member or student at Monash College and who engages in any onsite activities at the College and/or uses any College resources.
Witness	A person who directly observes an incident.

Related Documents

Parent Policy	Gender-Based Violence Prevention and Response Policy
Legislation and Standards	Equal Opportunity Act 2010 (Vic) Occupational Health and Safety Act 2004 (Vic) Sex Discrimination Act 1984 (Cth) Child Wellbeing and Safety Act 2005 Child Safe Standards (Vic)
Reference Policies, Procedures and Supporting Documentation	Staff Code of Conduct Student Code of Conduct Child Protection and Safety- Policy Child Protection and Safety - Procedure Child Safe Standards Framework

Version control and accountability table

Accountable Area	Education People, Culture and Communication
Responsible Officer	Executive Director, Education Executive Director, People, Culture and Communication
Review Date	November 2027
Approved by	
Senior Leadership Team (SLT) DATE 06 NOVEMBER 2024	
Endorsed by	
Executive Director, Operations Support Executive Director, People, Culture and Communication DATE 30 OCTOBER 2024 VIA CIRCULATION	

Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date

1.2	Senior Policy and Special Projects Advisor	Minor amendments to: ● include reporting required by VIT-registered teachers for disclosures involving students under 18. ● update a reporting requirement to Monash University as part of the GBV Subsidiary Action Plan.	SLT	16/09/2026	16/09/2026
1.1	Senior Policy Advisor	Administrative amendments to: ● remove references to the College Student Code of Conduct and the Non-academic Student Misconduct Policy, and replace it with the revised Student Code of Conduct. ● replace references to sexual harm with gender-based violence to align with updated Gender-based Violence Prevention and Response Policy	N/A	6/12/2025	6/12/2025
1.0	Senior Consultant, Education Policy and Procedure	New Procedure	SLT	06/11/2024	13/11/2024