



University of
South Australia

**UniSA Sport Club
Sexual Assault & Sexual Harassment Incident
Procedure**

This factsheet provides information about UniSA's approach to managing **disclosures** and **reports** of sexual assault and sexual harassment (SASH) within a UniSA Sport club.

- Definitions of sexual assault, sexual harassment and consent can be found [here](#)
- Information about support options for anyone who has been subjected to sexual assault and/or sexual harassment can be found [here](#)
- UniSA has a network of **Designated First Responders** who can provide information about support, disclosing and reporting options for members of the University community who have been subjected to sexual assault or sexual harassment. For information about how to contact a Designated First Responder please see [here](#)
- Anyone can make a disclosure or report of sexual assault or sexual harassment which has occurred within our University community via the online SASH [form](#)
- This [SASH Staff Guide](#) provides key information for UniSA staff regarding how best to provide support to anyone subjected to sexual assault and/or sexual harassment, including details regarding the obligations of managers and supervisors.

Disclosure is the term used to describe when a member of the University community tells someone about an incident/s of sexual assault or sexual harassment, and they are seeking information about their support and reporting options.

A disclosure will **not** initiate an investigation as the complainant needs to choose to make a report for this to occur.

Please note it is the responsibility of **each UniSA staff member** to use the online SASH [form](#) to record any instances of sexual assault and/or sexual harassment that they have observed or has been disclosed to them in relation to a member of the UniSA community. Staff are required to provide their own details on the online form but are not required to disclose the name of the person subjected to the sexual assault and/or sexual harassment. This is to ensure that the support needs of the person subjected to sexual assault and/or sexual harassment are met and to capture data about SASH matters occurring within the UniSA community.

Report is when a member of the University community tells someone about an incident/s of sexual assault or sexual harassment, and they would like to make a report, which is a formal

process, requiring a response from the University in line with the Sexual Assault and Sexual Harassment (SASH) Policy and Procedures, which can be found [here](#).

Complainant is the term used to describe a member of the University community who has been subjected to sexual assault and/or sexual harassment, or has witnessed an incident/s of these, and would like to make a disclosure or report.

Respondent is the term used to describe a person accused of sexual assault or sexual harassment.

If the complainant makes a **disclosure** to a Designated First Responder, they will:

- provide referral to the appropriate support services, including contact information
- document disclosures they receive by using the online SASH [form](#)
- when documenting a disclosure using the online SASH form First Responders will provide the details of what occurred but not reveal the identity of the complainant and/or respondent unless the complainant has given their consent for these identifying details to be recorded.

If the complainant makes a **report** to a Designated First Responder, they will:

- provide referral to the appropriate support services including contact information.
- support the complainant in reporting the incident/s using the online SASH [form](#)
- offer support to the complainant in reporting the incident/s to external agencies, such as to the police for sexual assault matters or EOC/AHRC for sexual harassment matters if the complainant chooses to do so.

It is important to establish early on whether the respondent is part of the University Community (i.e., UniSA student, staff member, alumni or community member), according to the UniSA SASH Policy, as this will determine what ongoing support options are available for the complainant and what accountability options are possible for the respondent. This flow chart will step you through your response as a club committee member, coach or manager should you be required to respond to a SASH incident which occurred during a designated club training session, competition, social event or on an online platform and/or social media.

Response to a SASH Incident from a Club member

