



Sexual Misconduct and Gender-Based Violence Prevention and Response Procedure – Staff

Document

Procedure Name	Sexual Misconduct and Gender-Based Violence Prevention and Response Procedure – Staff
Overarching Policy	Gender Based Violence Prevention and Response Policy
Brief Description	This Procedure outlines how SIBT prevents, responds to and manages disclosures and reports of sexual misconduct and gender-based violence involving staff including the provision of support, risk assessment, investigation and response processes.
Responsible Officer	SIBT General Manager
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Version Control

Date Approved	Version No.	Summary of Changes	Approver
10/9/2026	1	Initial Issue	Senior Management Team

Related Documents

Name	Location
Gender Based Violence Prevention and Response Policy	SIBT Website
Immediate Incident Escalation and Reporting Policy	Policy Hub
Staff-Student Relationships Policy	Policy Hub
Student Code of Conduct	SIBT Website
Sexual Misconduct and GBV Prevention and Response Procedure – Students	SIBT Website

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1. Purpose

- a) This Procedure sets out how SIBT prevents, responds to, and manages disclosures and reports of sexual misconduct and gender-based violence involving staff.
- b) This procedure explains what SIBT employees must do if they:
 - i. Experience gender-based violence;
 - ii. Witness or become aware of gender-based violence; or
 - iii. Receive a disclosure from a student, staff member or third party;
 - iv. Are the respondent in an allegation of sexual misconduct or gender-based violence.

2. Application

- a) This procedure applies:
 - i. To all SIBT employees (academic and professional), students, clients, contractors when they are engaged in SIBT related activity or at a campus operated by SIBT and is applicable to all SIBT operations;
 - ii. While working on campus or online; and
 - iii. During any SIBT or Navitas related activity.
- b) Student-specific reporting and complaint processes are outlined in the [Sexual Misconduct and Gender-Based Violence Prevention and Response Procedure – Students](#). This procedure focuses on staff responsibilities and response requirements.
- c) This Procedure operationalises the [Gender Based Violence Prevention and Response Policy](#) and ensures compliance with the National Higher Education Code and applicable Commonwealth, State and Territory legislation, regulations, standards and regulatory requirements relating to gender-based violence, sexual misconduct, safeguarding, discrimination, work health and safety, and child safety. Refer to the Related Documents section.

3. Definitions

Term	Meaning
Affirmative Consent	A knowing, voluntary and mutual decision to engage in sexual activity by a person capable of giving consent; ongoing and can be withdrawn at any time.
Amnesty	An arrangement under which disciplinary action will not be taken against a discloser for Code of Conduct violations specified in this Policy. The purpose of the amnesty is to encourage disclosures and formal reports of gender-based violence and support the safety and wellbeing of those involved.
Bystander	A person who witnesses, observes, becomes aware of, or receives information about an incident of sexual misconduct involving others.
Child Abuse Material	Any material that depicts a person who is or appears to be under 18 in a sexual context, including synthetic/manipulated imagery.
Consent	All sexual activity must be underpinned by affirmative consent between the participants involved in the activity.

Term	Meaning
	Sexual consent is a free, voluntary and informed agreement to participate in a sexual act, given by a person capable of giving consent. This agreement is only present when these people mutually and genuinely feel they want to engage in that sexual act and actively make sure their partner does too. Due to an inherent power imbalance and lack of capacity to appropriately infer consent, SIBT prohibits all staff members pursuing or engaging in close personal or intimate relationships with students for whom they have responsibility as outlined in the Navitas Staff-Student Relationships Policy.
De-identified Data	A set of information that has been processed to remove or change identifying details so that an individual cannot reasonably be identified from the data.
Discloser	A person who provides information about an experience of sexual misconduct or submits a formal report of sexual misconduct. A discloser may be a person who has experienced sexual misconduct or a bystander.
First Responder	A person who provides support first and is confided in by a person who has experienced or is currently experiencing adverse effects of an incident.
Formal Report	A complaint requiring Navitas to initiate investigation and/or disciplinary processes.
Gender-Based Violence (GBV)	Any form of physical or non-physical violence, harassment, abuse or threats based on gender, that result in, or is likely to result in harm, coercion, control, fear or deprivation of liberty or autonomy.
Grooming	Behaviours used to build trust or secrecy particularly with a child or adolescent to facilitate exploitation or abuse (in-person or online).
Higher-risk Group	A group of people identified through research, evidence or experience as being at an increased risk of experiencing sexual misconduct, harassment or gender-based violence due to factors such as age, gender, disability, cultural background, sexual orientation, gender identity, power imbalances or other forms of disadvantage.
Non-disclosure Agreement	An agreement that restricts a person from disclosing information about an incident, complaint, report, investigation or outcome to other people.
Non-disparagement Agreement	An agreement that restricts a person from making statements that may criticise, complain about, or negatively describe another person, organisation, incident, complaint, report, investigation or outcome.
Person-centred	An approach that puts the person at the centre of the process, respects their needs and preferences, and supports them to make their own informed decisions whenever possible.
Respondent	Person responding to an allegation of sexual misconduct.
Sexual harassment	When a person makes an unwelcome sexual advance, an unwelcome request for sexual favours, or engages in other unwelcome or non-consensual conduct of a sexual nature in relation to another person.

Term	Meaning
	This occurs in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated by the conduct. Sexual harassment can be subtle and implicit rather than explicit.
Sexual misconduct	Includes any of the following: • rape • sexual assault • sexual exploitation • sexual harassment • stalking • indecent exposure • voyeurism • the recording and distribution of an intimate image without the consent of the individual depicted in the image • gender-based harassment or violence • an attempt to commit an act of sexual misconduct or a threat to commit an act of sexual misconduct.
SIBT-Related Activity	Any activity connected to SIBT (facilities, functions, placements, ICT resources, student groups, travel, representation, accommodation).
Technology-Facilitated Abuse	Use of digital/online tools to coerce, control, harass or harm (e.g., doxxing, surveillance, image-based abuse).
Trauma-Informed Approach	Practices that recognise the impacts of trauma, prioritise safety and choice, and avoid re-traumatisation.

4. Key Principles

- a) All staff actions must be:
 - i. Person centred – prioritise safety, dignity, and choice;
 - ii. Trauma informed – do not investigate, judge, or pressure;
 - iii. Procedurally fair – fair to all parties;
 - iv. Confidential – share only on a need-to-know basis;
 - v. Proportionate – response matches risk and context.

5. What Staff Need to Know

- a) A staff member who receives a disclosure is acting as a First Responder and should:

Do	Do not
Ensure the person feels safe and heard	Investigate or ask detailed questions
Listen calmly and respectfully	Promise confidentiality you cannot keep
Respond appropriately and compassionately as a bystander	Pressure them to report to police
Thank them for telling you	Share information informally
Listen without judgement	
Explain your role and reporting limits	
Offer support options	

6. Process – How Staff Report Concerns

6.1 Step 1: Immediate safety

- a) If there is immediate danger:
- Call 000 (or campus emergency number: (02) 9964 6113;
 - Then notify the SIBT General Manager.

6.2 Step 2: Support the discloser

- a) To support the discloser, the staff member should:
- Refer the discloser to a Student Counsellor if they are a student;
 - Refer the discloser to the Employee Assistance Program (EAP) if they are a staff member;
 - Provide information about or refer the discloser to external support services if needed or preferred;
 - Explain that support is available even if the discloser does not make a formal report.

6.3 Step 3: Report the concern

- a) A staff member who receives a disclosure or becomes aware of a concern must report the concern as soon as practicable using any of the following:
- [DoneSafe](#) (preferred reporting mechanism); and/or
 - Directly to:
 - Student Counsellor; and/or
 - Line Manager; and/or
 - SIBT General Manager; and/or
 - Quality & Compliance Manager.
- b) A staff member can make a report anonymously if they wish.

7. Mandatory Reporting (NSW – Critical)

- a) If a staff member reasonably suspects that any person under 18 years of age is at risk of significant harm, including sexual abuse, or where the concern is disclosed or reported by a third party, they must:
 - i. Report the incident immediately in accordance with Section 6; and
 - ii. Notify:
 - Student Counsellor; and
 - SIBT General Manager.
- b) External reporting obligations will be managed by the appropriate SIBT management or HR representative. Staff must not attempt to manage this alone.

8. What Happens after a Report is Made

8.1 Initial Safety and Support Assessment

- a) Student Counsellors, or the appropriate SIBT representative where the matter does not involve a student assess:
 - i. Safety risks;
 - ii. Support needs.
- b) Matters may be escalated to the SIBT General Manager.

8.2 Decision to investigate

- a) The SIBT General Manager, with HR and Quality & Compliance support, determines the appropriate response. Formal reports involving an SIBT student or staff respondent will proceed to formal investigation. For disclosures, SIBT will consider the discloser's wishes and safety in determining whether an investigation is required.
 - i. No further action is required;
 - ii. Interim safety measures are required; or
 - iii. A formal investigation is required.

9. Investigations (What Staff Should Expect)

- a) Investigations are conducted by:
 - i. Navitas HR, or
 - ii. An external investigator.
- b) Investigators are trained in:
 - iii. Trauma informed practice;
 - iv. Procedural fairness.
- c) A staff member who makes a disclosure or report, or is the respondent:
 - i. May have a support person;
 - ii. Will be notified in writing when an investigation commences;
 - iii. Will be informed in writing of relevant outcomes, including reasons and any applicable sanctions, where appropriate and permitted.
- d) Staff are not expected to investigate themselves.
- e) Formal reports must be finalised within 45 business days of the formal report being lodged, including finalisation of any disciplinary process.

10. Support During and after the Process

- a) Support is available to:
 - i. People who disclose;
 - ii. Respondents;
 - iii. Witnesses.
- b) A tailored support plan will be developed with the discloser and respondent, as applicable.
- c) Support may include:
 - i. Counselling;
 - ii. Academic or work adjustments;
 - iii. Safety arrangements.
- d) The same staff member must not be assigned to support both the discloser and the respondent.
- e) Support is available regardless of whether a formal report proceeds.

11. Confidentiality

- a) All information must be treated as confidential, except where:
 - i. There is a serious risk to safety;
 - ii. Child safety laws apply; or
 - iii. Reporting is required under law.
- b) Information is recorded securely in [DoneSafe](#).
- c) Whilst details of any sexual misconduct must remain confidential, students or staff may decide to speak about their experience when seeking support, and therefore confidentiality of information must not silence the victim or prevent necessary support in this case.

12. Amnesty Policy for Disclosers

- a) A discloser acting in good faith who provides information about or submits a formal report on an incident of sexual misconduct will not be subject to [Staff/Student Code of Conduct](#) action for violations of alcohol and/or drug use policies occurring at or near the time of the incident.

13. Roles and responsibilities

- a) All staff will:
 - i. Treat disclosures seriously;
 - ii. Report concerns promptly;
 - iii. Complete mandatory training.
- b) Student Counsellors will:
 - i. Receive disclosures;
 - ii. Provide support;
 - iii. Assess risk;
 - iv. Escalate where required.

- c) Line Managers will:
 - i. Support staff;
 - ii. Escalate concerns;
 - iii. Ensure no victimisation.
- d) SIBT General Manager will:
 - i. Decision-maker for investigations;
 - ii. Ensures safety and compliance;
 - iii. Reports to governance bodies.
- e) Quality & Compliance Manager will:
 - i. Oversight of process;
 - ii. Assurance and reporting;
 - iii. Alignment with the National Code.
- f) HR (Navitas) will:
 - i. Manage staff investigations;
 - ii. Disciplinary processes;
 - iii. Training administration.

14. Training Obligations

- a) All staff must:
 - i. Complete mandatory GBV training;
 - ii. Participate in ongoing training and refresher activities to build and maintain knowledge and capability over time;
 - iii. Develop and maintain knowledge and skills in GBV prevention and response, including healthy and respectful relationships, consent, power dynamics, and support and reporting options;
 - iv. Develop the knowledge and skills to act as a bystander and respond appropriately and compassionately to disclosures and formal reports;
 - v. Apply trauma informed principles.
- b) Failure to complete training may result in management action.
- c) Managers are responsible for monitoring mandatory training completions and taking action to ensure all their direct reports are compliant.

15. Internal Reporting Requirements

- a) SIBT will compile annual de-identified reports on the incidence and response to sexual misconduct/GBV to inform continuous improvement.
- b) SIBT will maintain privacy by ensuring that access to identifiable information is limited to personnel who require the information to perform their duties.
- c) De-identified GBV data is reported:
 - i. Annually to the Department of Education;
 - ii. Biannually to the Governing Body;
 - iii. Trimesterly to Academic Board and Senior Management Team (where relevant).
- d) Data informs:
 - i. Risk management;
 - ii. Continuous improvement;
 - iii. Regulatory reporting.

16. Review

- a) This Procedure is reviewed by the Responsible Officer annually and updated with any changes to the regulatory compliance requirements, legislation, regulation, and guidelines as required.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to SIBT's current and planned operations.

Appendix A – Process

