

# Sexual Assault and Sexual Harassment (SASH) Policy

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## 1. Purpose

- 1.1 This policy provides a framework in the prevention of sexual assault or sexual harassment in a just, compassionate, and effective manner.

## 2. Scope

- 2.1 This policy applies to all staff and students, college faculty, and college residents of Perth Bible College.

## 3. Responsibility

- 3.1 The Principal is responsible for the implementation of this policy
- 3.2 It is the responsibility of the Dean of Students for communicating this policy and accompanying procedure with all staff, residents and students, including any revisions made.
- 3.3 All staff are responsible for treating all complaints seriously and ensuring the matter is managed in accordance with this policy and the accompanying procedure.

## 4. Definitions

<b><i>Sexual Assault</i></b>	Any type of sexual activity or contact that is not consented to.
<b><i>Sexual Harassment</i></b>	Sexual harassment covers a range of verbal and physical behaviour which a staff member or student experiences in relation to his/her job or studies and which is unwelcome, unsolicited, and non-reciprocal and further, sexual harassment creates an uneasy, intimidating, hostile or offensive environment, which interferes with an individual's mental health and wellbeing. It creates an atmosphere laden with sex-stereotyped attitudes and behaviours which emphasise the gender of a staff member or student over his/her work or study responsibilities.

	<p>Examples of sexual harassment are:</p> <ul style="list-style-type: none"> <li>● touching someone’s body unnecessarily in a manner which is unwelcome.</li> <li>● embracing a person against his/her will; or</li> <li>● verbal abasement of a person which focuses on gender.</li> <li>● comments which are objectifying</li> </ul>
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## 5. Policy Provisions

### Principles

- 5.1 Perth Bible College is committed to providing a safe environment for students, staff, and College residents, including non-students.
- 5.2 Sexual assault and sexual harassment are unlawful and prohibited. Any disclosures of sexual assault must be reported to Police and the insurer.
- 5.3 Perth Bible College takes a zero-tolerance approach to sexual assault and sexual harassment, as well as other forms of harmful misconduct.
- 5.4 Perth Bible College will ensure that all staff, students, faculty, and College residents, including non-students, are aware of their rights and responsibilities.

### Prevention Methods

- 5.5 Perth Bible College aims to prevent sexual assault and sexual harassment by undertaking the following:
  - 5.5.1 Building trust relationships among staff, students and campus residents, including non-students.
  - 5.5.2 Pastoral care services provided to staff, students and residents.
  - 5.5.3 Providing mandatory training on this policy and accompanying procedure and other SASH-related topics.
  - 5.5.4 Enforcing the *PBC Student Code of Conduct*, applicable to all PBC students
  - 5.5.5 Enforcing the *PBC Staff Code of Conduct* applicable to all paid and volunteer staff.
  - 5.5.6 Ensuring staff recruitment (sub-section 5.6) and student admission (sub-section 5.7) processes are robust.
  - 5.5.7 Providing all College residents, students and staff with a copy of this policy and the accompanying procedure.

- 5.5.8 Communicate to all College stakeholders, including non-students, the following core principles that underpin mandatory reporting of child sexual abuse in Western Australia:
  - 5.5.8.1 The best interest of the child or young person must be the paramount consideration.
  - 5.5.8.2 Every child and young person has a right to be protected from sexual abuse.
  - 5.5.8.3 Keeping children safe from abuse is the responsibility of individuals, families, communities, and the society as a whole. This is best achieved through a collaborative approach.
  - 5.5.8.4 Children have the right to be heard and believed.
  - 5.5.8.5 If anyone has a concern regarding the safety of a child, it is their responsibility to make a report. Formal reporting remains the responsibility of Perth Bible College, therefore, any concerns need to be reported to the PBC Accommodation Supervisor.
  - 5.5.8.6 Child sexual abuse affects everyone. Early detection is critical to reducing child sexual abuse in our community.
  - 5.5.8.7 Child sexual abuse is not condoned by any culture or religion. Cultural practices or traditions cannot be used as an excuse for sexual abuse or sexual exploitation.
- 5.6 Perth Bible College undertakes a formal interview with all potential staff and faculty candidates (including any volunteers or contractors) who seek a position within the College. This includes:
  - 5.6.1.1 Agreement with the *Staff Code of Conduct* (applicable to paid and volunteer roles).
  - 5.6.1.2 Inquiry with at least two previous employers regarding suitability for position.
  - 5.6.1.3 If the position requires working with students under the age of 18, an evaluation of past experience of working with children or vulnerable adults.
  - 5.6.1.4 If the position requires working with students under the age of 18, complying with state legislation in respect to obtaining a Working with Children Check prior to commencement at the College.
  - 5.6.1.5 If the position requires working with students under the age of 18, prohibiting the employment or engagement of any person from

working in the College if they have prior convictions relating to violent or sexual related offences.

- 5.7 During the student Admissions process, all new student applicants are required to provide references from persons who have known the applicant for a minimum of one year and are unrelated to them. Additionally, the acceptance of offer documentation requires all applicants to sign a commitment to comply with the College policies, procedures, and *Student Code of Conduct*.
- 5.8 The College builds trust-relationships in the student community through opportunities that contribute to a sense of belonging, including:
- 5.8.1 devotion times,
  - 5.8.2 a number of College events,
  - 5.8.3 community duties, and
  - 5.8.4 units of study, e.g., Christian Spiritual Formation, and Christian Discipleship.
- 5.9 Perth Bible College is committed to caring pastorally for the students studying at the College as part of our commitment to train, equip and form people for effective Christian ministry. Pastoral care within the College environment is, amongst others, provided via the Dean of Students and one on one sessions with a staff member as requested by students.
- 5.10 The Dean of Students is available in person during office hours for all students' concerns and complaints.
- 5.11 During any consultation with the Dean of Students, students will be provided with accurate advice on access to personal support services, access to emergency services, health services, counselling, legal services, advocacy, and accommodation and welfare services. The Dean of Students will hold regular follow-up meetings with the students until such time as the situation has been resolved satisfactorily for all parties involved.
- 5.12 All stakeholders are required to abide by the *Student Code of Conduct*, which details respectful behaviour to all.

### **Active By-Standing**

- 5.13 In addition to any person engaging in sexual harassment or sex-based harassment being subject to strict disciplinary action, any person acting in an ancillary capacity, including actively encouraging, spectating or being aware of the harassment and walking away, will be liable to disciplinary action as well.

- 5.14 By-standers are expected to actively promote a respectful and safe environment, either by reporting harassing behaviour to the College, actively speaking out against the behaviour, or any other manner which ensures the safety of all people at Perth Bible College, to the best of their ability.

## 6. Policy Information

<b>Date first approved:</b> 12/04/2018	<b>Date of effect:</b> 12/04/2018	<b>Date last amended:</b> 08/11/2021	<b>Date of next review:</b> 08/11/2022
<b>Approved by</b>		Principal	
<b>Authorised Officer</b>		Dean of Students	
<b>Supporting documents, procedures &amp; forms of this policy</b>		<i>Sexual Harassment and Sexual Assault Procedure</i> <i>Student Complaints and Appeals Policy</i> <i>Student Complaints and Appeals Procedure</i> <i>Critical Incident Management Policy</i> <i>Critical Incident Management Procedure</i> <i>Critical Incident and Emergency Management Plan</i>	
<b>Related Legislation and Codes of Practice</b>		<u>Higher Education Standards Framework 2015, Part A: Standard 2.3</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 6</u>	
<b>Audience</b>		Public	

## 7. Version History

Review Table			
Date	Review Type	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> <li>● Scheduled</li> <li>● Policy amendment</li> <li>● Admin update</li> </ul>		
12/04/2018	Policy development		Hanlie van Rooyen
09/08/2018	Policy amendments	Expansion of 1.3, adjustments to 1.4, removing heading 1.6 and renumbering of 1.6.1-1.6.5	David Smith
15/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
09/11/2020	Policy amendment	Addition of 5.6	Steven Poisat
04/03/2021	Policy amendment	Addition of 5.5.5 5.5.10	Hanlie van Rooyen
23/09/2021	Policy amendment	Amendments made as per the accepted recommendations by	Chris Burton

		the BoM in a report on the effectiveness of current processes.	
19/10/2021	Policy amendment	Addition of reporting to the insurer in ss. 5.2.	Chris Burton
08/11/2021	Policy amendment	Addition of active by-standing provisions.	Chris Burton