Metavision Institute Pty Ltd
A.C.N 102 838 844

Sexual Assault and Sexual Harassment (SASH) Prevention Policy

Purpose

The Sexual Assault and Sexual Harassment Prevention Policy (SASH Policy) aims to:

- Prevent incidents of sexual assault and sexual harassment (SASH) at Metavision Institute (MI)
- Provide clear procedures for reporting and responding to such incidents
- Ensure compliance with the TEQSA Act and the Higher Education Standards Framework 2021

Scope

This policy applies when a claim of harassment (including sexual assault, sexual harassment), bullying, or discrimination concerns a student and the conduct complained about occurred on MI premises or is related to MI's activities.

This policy also applies to staff and students undertaking placement or work-integrated learning where the conduct complained about is related to MI's activities.

Relevant TEQSA Threshold Standards

This policy aligns with the requirements of sections:

Related HESF Domain	Section	Standard
Domain 2: Learning environment	2.3	Wellbeing and Safety

This policy also aligns with the requirements of:

- TEQSA Guidance Note: Wellbeing and Safety, and
- TEQSA Good Practice Note: Preventing and responding to sexual assault and sexual harassment in the Australian higher education sector.

1. Policy

1.1 MI is committed to a whole-of-organisation approach to preventing and responding to gender-based violence. This commitment extends to all areas of MI, including but not limited to, academic departments, administrative units, student services, affiliated student organisations, clubs, societies, and online platforms.

1.1.1 MI strives to create a culture of safety, respect, and gender equality across the entire MI community, recognising that addressing gender-based violence is a collective responsibility.

1.1.2 MI is committed to providing a safe environment free from sexual assault and harassment. All members of the MI community, including staff and students, are expected to uphold the highest standards of conduct, promoting respect and dignity.

1.1.3 MI prioritises the wellbeing and safety of all community members, particularly those impacted by sexual assault or sexual harassment.

1.2 MI will provide comprehensive and ongoing respectful relationships education to all students. This education will be integrated into the curriculum and tailored to be age-appropriate, culturally relevant, and inclusive of diverse sexualities and genders.

1.2.1 Respectful relationships education will address topics such as consent, healthy relationships, power dynamics, bystander intervention, and challenging harmful gender norms.

1.2.2 MI is committed to fostering a secure and supportive environment where individuals can confidently disclose or report incidents without fear of judgment or blame.

1.2.3 MI will not require any person who makes a disclosure or complaint about sexual assault or sexual harassment to enter into a non-disclosure agreement (NDA) or non-disparagement clause. An NDA or confidentiality agreement may only be used where expressly requested by the person making the disclosure and must not prevent them from seeking support from a health professional, legal advisor, support service, or external body including the National Student Ombudsman, or prevent MI from meeting its reporting obligations.

1.2.4 MI will not penalise, disadvantage or treat less favourably any person for making a genuine disclosure or report of sexual assault or sexual harassment, supporting someone who does, or participating in a related process (anti-victimisation and anti-retaliation).

1.2.5 MI will ensure that all parties involved are supported and there is a fair and respectful process.

1.3 Timely, accurate advice on access to personal support services is available, including for access to emergency services, health services, counselling, legal advice, advocacy, and accommodation and welfare services.

1.3.1 A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.

1.3.2 MI ensures that SASH information is readily available through its website, student portal, and on-campus displays.

1.3.3 MI promotes a safe environment for all, with specific measures for online safety, including guidelines for conduct, cyberbullying prevention, and reporting mechanisms.

1.4 MI recognises that gender-based violence disproportionately affects individuals based on intersecting factors such as gender, sexuality, Indigeneity, disability, cultural and linguistic background, and other identities.

1.4.1 MI is committed to addressing the unique needs and experiences of these groups and providing culturally safe and inclusive support services. MI acknowledges the specific experiences of First Nations students, students with disabilities, LGBTIQA+ students, and other marginalised groups, and will implement targeted strategies to prevent and respond to gender-based violence affecting these communities.

1.4.2 MI is committed to ensuring that all students, including those with disabilities, have equal access to support services. Reasonable adjustments will be made to accommodate individual needs.

1.4.3 MI recognises the importance of cultural safety and is committed to providing support services that are culturally appropriate and sensitive to the needs of diverse student groups. Students from culturally and linguistically diverse backgrounds can access support services tailored to their needs.

1.5 MI takes all reports and disclosures of sexual assault and sexual harassment seriously.

1.5.1 Thorough investigations will be conducted, and if the policy is breached, disciplinary actions, up to and including expulsion or termination, will be taken.

1.5.2 MI will support students and staff in reporting incidents to the police but will not require them to do so. MI will ensure staff are trained to provide accurate advice to students and staff who wish to make a report to the police, and will offer support throughout the process.

1.5.3 MI will seek legal advice about any reports to police and ensure that decisions about reporting to the police are dealt with by competent staff. If MI decides to report a sexual assault or sexual harassment matter to the police, the student or staff member who experienced the incident, and (where applicable) the person who made the report or disclosure, will be informed as soon as possible about the decision to report the matter to the police.

1.5.4 MI will ensure that investigations into reports of sexual assault and sexual harassment are conducted in a timely and impartial manner. Investigations will be conducted by staff with the appropriate skills and qualifications. All staff involved in investigations will be trained to ensure investigations are conducted correctly and consistently.

1.5.5 Where an incident of sexual assault or sexual harassment involves a person under the age of 18, MI will follow mandatory reporting guidelines and procedures relevant to the relevant state or territory.

1.5.6 MI will ensure that all reports and investigations are handled with strict confidentiality to protect the privacy of individuals involved. Information collected during the reporting process, including personal details and incident descriptions, will only be disclosed to relevant staff members involved in the investigation, support services, or as required by law.

1.5.7 Following the investigation, the alleged perpetrator and the person who experienced the sexual assault or sexual harassment will be advised of the outcome of the investigation in a timely manner.

1.6 MI recognises that each situation is unique, and the specific actions taken will be determined by the circumstances of the report. MI's priority is to ensure the safety, wellbeing, and support of all individuals involved. In responding to reports of harassment, sexual assault, sexual harassment, or bullying, MI will take the following immediate actions, as appropriate to the situation:

1.6.1 Provide Immediate Assistance: MI will ensure that affected individuals have access to immediate assistance, including medical care, counselling services, and support.

1.6.2 Offer Support Services: MI's staff and other designated personnel will provide immediate support and referrals to relevant internal and external support services, such as:

- Emergency services
- Health services
- Counselling services
- Legal advice
- Advocacy services
- Accommodation and welfare services

1.6.3 Promote a Safe Environment: MI will take steps to ensure the immediate safety of the environment, which may include:

- Advising students and staff on actions they can take to enhance their safety and security on campus and online.
- Implementing safety measures on campus.
- Taking action to prevent further contact between the alleged perpetrator and the person who experienced the sexual assault or sexual harassment.

1.7 Facilitate Access to Medical Assistance: MI will assist affected individuals in accessing medical assistance, including forensic examinations if necessary.

1.8 Specific training will be provided for staff in student-facing roles, managers, and those involved in investigations and disciplinary processes. Training will be regularly evaluated and updated to reflect best practice. All staff members will receive regular, expert-led training on preventing and responding to gender-based violence. This training will include:

1.8.1 Understanding and implementing this policy

1.8.2 Trauma-informed approaches to responding to disclosures and reports

1.8.3 Providing support and referrals to appropriate services

1.8.4 Recognising and addressing vicarious trauma

1.8.5 Promoting a culture of respect and gender equality

1.9 MI will ensure that staff are aware of their rights and the support available to them, and that all support is provided in a confidential, respectful, and trauma-informed manner, in accordance with the Fair Work Act 2009, the Sex Discrimination Act 1984, and other relevant legislation. MI is committed to providing support to staff members who experience gender-based violence. This support may include:

1.9.1 Confidential counselling services

1.9.2 Access to employee assistance programs

1.9.3 Special leave arrangements

1.9.4 Workplace adjustments to ensure safety and wellbeing

1.9.5 Assistance with reporting to external authorities

1.10 MI values student input in shaping wellbeing and safety initiatives. Students are encouraged to participate in student surveys, focus groups and representation at MI Academic Board meetings, to ensure the effective monitoring and evaluation of MI's prevention and response measures to identify areas for improvement.

1.11 MI will keep clear, accurate and comprehensive records of all matters in relation to every incident. This will include copies of reports or disclosures, interviews with students and staff, and security camera footage (where relevant).

1.11.1 When a disclosure or report is received, MI will routinely check its records for whether either or both parties have been involved in previously-reported incidents. This is to identify behaviour patterns, victimisation, and vexatious claims, and to ensure that multiple incidents between the same parties are taken into consideration.

1.11.2 MI will ensure that students and staff are informed about how their information will be recorded and stored, who will have access to this information, and how the data will be used. The number of people with access to this sensitive data will be as small as practicable.

1.12 MI is committed to ensuring procedural fairness in all investigations and disciplinary processes related to gender-based violence. This includes:

1.12.1 Providing all parties with a fair opportunity to be heard

1.12.2 Ensuring that investigations are conducted in an impartial and unbiased manner

1.12.3 Disclosing relevant information to all parties

1.12.4 Providing clear and timely reasons for decisions

1.12.5 Ensuring that decision-makers are free from conflicts of interest

1.13 MI will implement robust systems for collecting and reporting data on gender-based violence. Data will be used to inform policy development, improve services, and enhance accountability. MI will contribute to national data collection efforts and use common data definitions to ensure comparability.

1.14 MI maintains a comprehensive and up-to-date SASH policy encompassing definitions, reporting, support, investigations, and disciplinary actions, and ensures all related policies align with this framework.

1.15 MI will actively collaborate with external organisations, experts, and service providers to strengthen our prevention and response efforts. MI will seek to establish strong referral pathways to external support services to ensure that students and staff have access to a comprehensive network of care.

1.16 MI's reporting procedures are clear, accessible, and offer various options, including confidential and anonymous reporting, as well as reporting to the police. Staff are equipped with guidelines to effectively respond to disclosures and reports, providing immediate support and referrals to appropriate services.

1.17 MI will obtain feedback annually on training, education, and information initiatives to ensure ongoing relevance to the intended audience and to monitor the need for improvement. Each initiative will be evaluated for its efficiency and effectiveness.

2. Implementation

2.1 Prevention Strategies

2.1.1 Education and Training: Regular workshops and seminars will be conducted to educate the community about consent, respectful relationships, and bystander intervention.

2.1.2 Awareness Campaigns: Ongoing campaigns to inform about the SASH policy and available support services.

2.1.3 Regular audits of physical and online spaces are carried out to identify and address potential safety risks.

2.2 Reporting Procedures

2.2.1 Confidential Reporting: Individuals can report incidents confidentially through designated channels, ensuring their privacy is respected.

2.2.2 Anonymous Reporting: An option for those who wish to report without revealing their identity.

2.2.3 Mandatory Reporting: Staff members are required to report any disclosed incidents to the appropriate authorities within the institution.

2.2.4 Critical Incident Reporting: In accordance with the Critical Incident Policy, critical incidents are reported to Governance Board of MI on a regular basis. The report will provide Governance Board with a thorough understanding of MI's risks and the way in which they are preventing, identifying, and responding to sexual assault and sexual harassment.

2.3 Response Protocols

2.3.1 Immediate Support: Provide immediate assistance, including medical care and counselling services, to affected individuals.

2.3.2 Investigation: Conduct timely and impartial investigations following reported incidents.

2.3.3 Disciplinary Actions: Implement appropriate disciplinary measures against individuals found in violation of this policy.

2.4 Support Services

2.4.1 Counselling: Access to professional counselling services for affected individuals.

2.4.2 Medical Assistance: Facilitation of medical care, including forensic examinations if necessary.

2.4.3 Academic Adjustments: A student who has made a disclosure or report of sexual assault or sexual harassment, or who is experiencing family and domestic violence or other gender-based violence from any source, may request academic adjustments without needing to make a formal complaint. Adjustments may include extensions of assessment deadlines, deferred or alternative assessment, withdrawal from a unit without academic penalty, change of class, tutorial, clinic group or placement arrangement, or flexible attendance. Requests should be directed to the GBV/SASH Contact Officer. Adjustments will be approved having regard to the student's circumstances and academic obligations, and without requiring disclosure of details beyond what is necessary to support the request. Adjustments are available regardless of whether the source of the gender-based violence has any connection to MI.

2.5 Confidentiality

2.5.1 Confidentiality applies from the moment a disclosure or report is received and continues throughout any investigation and after its conclusion. Confidentiality means that information about a disclosure or report, including the identity of the Discloser, the Respondent, and any witnesses will be shared internally only with those who need it to provide support, ensure safety, or progress a process, and will not be disclosed externally without consent except as required by law. Confidentiality does not mean anonymity, and does not prevent MI from meeting its reporting obligations to TEQSA, the Higher Education GBV Regulator, or the National Student Ombudsman.

2.5.2 The following exceptions to confidentiality apply, and will be communicated to the Discloser at the time of disclosure: (a) where there is an immediate risk to the safety of the Discloser, the Respondent, or another person; (b) where mandatory reporting obligations apply (including for persons under 18); (c) where MI determines it is necessary to investigate for the safety and wellbeing of the broader community; or (d) where required by law, court order, or regulatory obligation.

2.5.3 Confidentiality requirements do not prevent a Discloser from: (a) seeking support from a health professional, counsellor, legal advisor, or trusted person; (b) accessing support services within or outside MI; (c) making a complaint to the National Student Ombudsman or another external body; or (d) disclosing their own experience to others of their choosing. MI will not penalise a Discloser for exercising any of these rights.

2.5.4 MI will not require any Discloser to enter into a non-disclosure agreement (NDA) or non-disparagement clause as a condition of receiving support or settling a complaint. An NDA may only be used where expressly requested by the Discloser, and must not limit the Discloser's right to seek support or MI's ability to meet its regulatory obligations.

3. Responsibilities

3.1 Governance Board:

3.1.1 Responsible for the development, approval, and review of the Sexual Assault and Sexual Harassment (SASH) Policy.

3.1.2 Responsible for ensuring adequate resources are provided for prevention programs, support services, and training initiatives.

3.1.3 Oversee the execution of the SASH policy.

3.1.4 Ensure critical incidents are reported to the Governance Board of MI on a regular basis. The report will provide the Governance Board with a thorough understanding of MI’s risks and the way in which they are preventing, identifying, and responding to sexual assault and sexual harassment.

3.2 Chief Executive Officer (CEO)

3.2.1 Responsible for ensuring the effective execution of the SASH policy across all departments and campuses.

3.2.2 Overseeing the investigation and resolution of SASH complaints, ensuring prompt and equitable responses.

3.2.3 Foster a culture that prioritises safety, respect, and zero tolerance towards sexual misconduct.

3.3 Staff and Students

3.3.1 Uphold the highest standards of conduct, promoting respect and dignity.

3.3.2 Act in a courteous manner that involves treating others with respect and dignity in interpersonal dealings.

3.3.3 Adhere to Policy: Comply with the SASH policy and participate in related training and awareness programs.

3.3.4 Engage in Peer Support: Encourage peers to report incidents and support those affected by sexual misconduct.

Definitions

Term	Definition
Active Bystander Intervention	Intervention where there is recognition of a potentially harmful situation and choosing to respond safely to prevent or stop harm. Bystander is a person who directly observes or hears a potentially harmful situation.
Disclosure	A report of sexual misconduct or sexual harassment made by a student or former student who does not want MI to investigate or take specific action, or a report made by any person about the MI-related sexual misconduct or sexual harassment by a current student.
Sexual Activity	Sexual activity is any activity that a reasonable person would consider sexual, taking all circumstances into account.
Sexual Assault	Any unwanted sexual act or behaviour that an individual did not consent to, including but not limited to forced sexual intercourse, indecent exposure, or sexual touching.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
Consent	Consent to sexual activity is given when a person freely and voluntarily agrees to that activity. Consent requires a positive decision by each person involved. It can be given by words or actions, as long as those words or actions convey a clear willingness to engage in the specific sexual activity.
Technology-Facilitated Abuse	Any behaviour using technology including social media, messaging applications, email, GPS tracking, spyware, or any device that is used to harass, stalk, monitor, threaten, control, or intimidate another person. Includes online harassment, cyberstalking, and unauthorised access to a person's accounts or devices.
Image-Based Abuse	The non-consensual creation, distribution, or threatened distribution of intimate images or recordings of a person, whether real or digitally altered, including material created or shared without consent (sometimes referred to as 'revenge porn'). Image-based abuse is a criminal offence in all Australian jurisdictions.
Cyberstalking	A pattern of online conduct including repeated unwanted contact, monitoring, tracking, or threatening communications via digital means that causes a person to feel fearful, harassed, or distressed.
Academic Adjustment	A temporary modification to a student's academic obligations or arrangements to support their safety and wellbeing following a disclosure or report of sexual assault or sexual harassment. Adjustments may include extensions of time, deferred assessment, alternative assessment arrangements, withdrawal without academic penalty, change of class or tutorial group, or modified placement or practicum arrangements. A student does not need to have made a formal report to access academic adjustments.
Non-Disclosure Agreement (NDA)	An agreement (including a deed of release or settlement agreement) that requires particular details to be kept confidential. MI will not require a Discloser to enter into an NDA. Where a Discloser requests an NDA, it must not prevent the Discloser from seeking support or prevent MI from meeting its reporting obligations.

GBV/SASH Contact Officer	A designated MI staff member trained to receive disclosures and provide initial support and referral for matters relating to sexual assault and sexual harassment. The current designated GBV/SASH Contact Officers are: [Primary: Deanne Reyes, Student Advocate; Secondary: Megan Wolfe, Admissions Coordinator]. Contact details are published on the MI website and in the Student Handbook.

Related Documents

Category	Documents
Policies	Anti-Discrimination Policy
	Critical Incident Policy
	Privacy Policy
	Staff Code of Conduct and Shared Responsibility Policy
	Student Code of Conduct and Shared Responsibility Policy
	Student Disability Policy
	Student Grievance, Complaints and Appeals Policy (Non-academic)
	GBV Prevention Policy (in development)
Other	Risk Management Framework
	GBV Data Privacy Protocol (in development)
	Student Handbook
	Student Register

Version Control

Field	Detail
Document Title	Sexual Assault and Sexual Harassment Prevention Policy
Approved by	Governance Board
Version No.	v1.2, Reviewed: August 2026
Date approved	8 September 2026
Replaces Version No.	v1.1_FINAL
Next review due	3 years from approval
Custodian	Chief Executive Officer