



2. The University's response to a Disclosure



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3.8 University response to Disclosures and Formal Reports

3.8.1 University response to Disclosures

1. When a Disclosure is made, the University will provide general information to the student on:
 - a. services and mechanisms which may aid in supporting the safety, security, health and wellbeing of affected individuals.
 - b. reporting options at and external to the University.
2. A unique identifying number (for online Disclosures only) will be provided that can be used in future communication with the University and to escalate the Disclosure to a Formal Report



8. Interim actions and adjustments are intended to provide access to a safe environment, minimising exposure to risk and risk to others. Student Safety and Wellbeing and/or the nominated coordinator can support students in liaising with relevant Employees to request such interventions.
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3.10 Confidentiality, recordkeeping and mandatory reporting

1. The University will retain records of Disclosures and Formal Reports made online via **Report a Concern** in accordance with the University's **Information Management Policy**. This can include details provided by the student who has made the report, information gathered for the purpose of understanding the grounds upon which an outcome was determined, and the actions taken to address the concern.
2. De-identified data from Report a Concern will be used to inform and improve the University's response and procedures.
3. Formal Reports and Disclosures will be kept confidential. Information may only be disclosed to others in circumstances where there is consent from the student who has made the report; where it is necessary by virtue of a person's role in the investigative and report handling process; where there is a risk of harm to person or persons; or as required by law.
4. The University has a mandatory obligation to report allegations of Sexual Assault or Sexual Harassment that involves individuals currently aged under 16 years or 18 years where there is an impairment of the mind (whether as victim, perpetrator or witness). Such allegations must be reported to relevant agencies, which may include **Queensland Police**.
5. The University also has obligations to report under DFAT's Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy, specifically for any project, work or activity that involves DFAT partnering, funding or association.

4.0 Definitions

For the purposes of this procedure, the following definitions apply:

Bullying is repeated, unreasonable behaviour by an individual or group, directed towards an individual or group, either physical or psychological in nature, that intimidates, offends, degrades, humiliates, undermines or threatens.

Consent, in the context of making a Disclosure or Formal Report, is where an individual is not pressured and freely agrees to report allegations of Bullying, Harassment, Discrimination and Sexual Harm.

Disclosure means an individual letting the University know about their experience or witnessing of Bullying, Harassment, Discrimination or Sexual Harm, but not a request for the University to take formal action.

Discrimination can be either direct or indirect. Direct Discrimination occurs when someone is treated unfavourably because they have one or more protected attributes. Indirect Discrimination is when someone is disadvantaged by an unreasonable requirement, condition or practice because of a protected attribute.

Protected personal attributes cover:

- age
- breastfeeding
- employment activity
- gender identity
- disability



Employees means individuals employed by the University and whose conditions of employment are covered by a University Enterprise Agreement or relevant Award, including continuing, continuing contingent-funded, fixed term



UN Sustainable Development Goals (SDGs) This document aligns with Sustainable Development Goal/s:
3: Good Health and Well-Being

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Approving authority Provost

6.0 Related Policy Documents and Supporting Documents

Legislation N/A

Policy [Equity, Diversity and Inclusion Policy](#)
[Resolution of Breaches of Residential Community Standards and other Grievances within the Griffith University Residential Colleges Policy](#)
[Sexual Harm Prevention and Response Policy](#)
[Student Charter Framework](#)
[Student Complaints Policy](#)
[Student Conduct, Safety and Wellbeing Policy](#)
[Student Critical Incident Management Policy](#)
[Student Review and Appeals Policy](#)

Procedure [Student Complaints Procedure](#)
[Student General Conduct Procedure](#)
[Student Review and Appeals Procedure](#)

Local Protocol N/A

Form [Report a Concern Form](#)
[Report a Concern \(anonymous\)](#)
