

# Guide to making a report through the sexual misconduct reporting portal

## What is the portal

The Sexual Misconduct Reporting Portal has been developed by the University as an additional reporting option for survivors of sexual misconduct, including sexual assault or sexual harassment. The portal is just one option to make a disclosure or complaint about sexual misconduct. You can also call the Safer Communities Office and report over the phone, by email or arrange a face-to-face meeting. For further information, please visit the [sexual misconduct page](#) on the University website.

The University understands that this can be a difficult process and we have people and resources on hand to support you. The information that you provide will help us determine the best support for you.

## Aims of the portal

The aims of the portal are to:

- support students and staff, including former students and former staff, and members of the public. The portal allows us to provide information about the options and support services that are available to you
- collect accurate information about incidents of sexual misconduct, including sexual assault and sexual harassment, connected to the University
- reduce incidents of sexual misconduct by identifying trends from reports.

## When to use the portal

Sexual misconduct is prohibited at the University of Sydney. Behaviour that is intimidating, abusive, disrespectful or threatening, including sexual misconduct, is not acceptable and will not be tolerated.

If you are a current student or member of staff, you can report a recent or historical incident of sexual misconduct which you have experienced, or that you have witnessed, during your time at the University of Sydney. If you are a former student, former member of staff or member of the public, you may report incidents that you have experienced in connection with the University of Sydney.

## Information collected on the portal

The University understands that you may not wish to provide specific information about what happened or personal details about yourself. You will only need to provide as much information as you feel comfortable with. The portal will ask you to answer a number of questions, some of which are required and some of which are optional.

### **Review the content required**

We encourage you to read all of the questions in the form before you start to fill it in. There is no time limit for you to complete this form, however some sections have word limits, so you might want to create a separate Word document and attach it to your form under the “Additional Information” section if you would like to provide more information.

### **Contact information**

You are not required to provide your name and contact information. However, if you choose to report without providing your name and contact information, the University will be limited in the follow-up action that it can take. The University will also be unable to contact you about available support. If you

would like to be contacted by the Safer Communities Office, please provide your contact information in the report.

### **Your UniKey**

If you are a current student or staff member of the University, you will require your UniKey to log in. If you are making a disclosure (meaning that you want to make a report, but do not want the University to take further action) your UniKey will not be sent to the team of specialist staff who receive the disclosure report. It is kept in a separate secure log. The University will not use your UniKey to identify or contact you, unless the information you provide gives the University reason to believe that you or another person are at immediate risk of harm. You will need to provide your UniKey if you are making a formal complaint (rather than a disclosure).

### **The person responsible**

You are not required to name the person responsible for the sexual misconduct, but providing this information will assist us to respond to your report. If you choose not to name the person responsible, the University will be limited in the follow-up action it can take.

### **Question about access to services**

You do not need to answer this question if you do not want to, and you only need to tell us about the services that you want to let us know about. We ask this question to help us ensure that we refer you to relevant internal and external support services.

## **Follow up and further support**

If you would like a staff member from the Safer Communities Office to contact you to discuss further support please ensure you choose the option "Contact me to discuss what support/reporting options are available" in the "Preferred action" section.

## **How to save a copy of your report**

You may wish to print a copy of your report by using the print option in your browser. You may wish print to pdf if you don't have a printer or would like to save an electronic version. It will not be possible for you to view or save your report once it has been submitted.

## **Reference number**

A reference number will be provided to you after you have submitted your report. You should make a note of your reference number in case you would like to follow up on your report or add any further details later on. You can do this by emailing [safer-communities.officer@sydney.edu.au](mailto:safer-communities.officer@sydney.edu.au)

If you decide not to provide contact details in your report, the reference number is the only communications you will receive from the University.

## **Assistance completing this form**

If you need assistance completing this form, we encourage you to contact the Safer Communities Office on +61 2 8627 6808 or 1800 SYD HLP (option 2, then option 1). You can also email [safer-communities.officer@sydney.edu.au](mailto:safer-communities.officer@sydney.edu.au)