

Reporting Sexual Assault Procedure



Purpose

The aim of this process is the safe reporting and management of any instances of sexual assault occurring in relation to Multiply Movement and its associated ministries. This document addresses the immediate and ongoing safety needs and health needs of the individual as well as legal and formal reporting.

Definition

Sexual Assault is any unwanted or a forced sexual act occurring without consent. It covers a broad range of sexual activity. "Without consent" includes consent gained whilst unconscious or under the influence of drugs, alcohol, threats or intimidation. Sexual assault is a violent crime and considered an offense in the state of Queensland. It is an act that will not be tolerated at Multiply Movement.

Procedure

1. In the case of a sexual assault there are two potential procedures that need to be followed. If the act is against a person above the age of eighteen (18) please use this document for reference. If the act is against a person below the age of eighteen (18) please refer to the Multiply Movement Child Safety Procedure.
2. In the case of a sexual assault against an adult the first priority is to ensure the safety and the welfare of the victim. Please note that often in the case of sexual assault the offender is known by the victim, it is therefore imperative to ensure that the physical and emotional wellbeing of the victim are prioritised to prevent further harm.
3. Due to the nature of the offence it is essential to supportively and appropriately respond to the disclosure of sexual assault. There are two appropriate responses to the disclosure of sexual assault. These include:

- a) **Reporting the incident to the Police.**

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- Ensure the victim is safe and that there is no further potential for harm.
 - Dial 000 and follow all directions from emergency services.
 - Seek permission from the victim to notify a senior member of staff who can assist in the management of the situation.
 - In this circumstance it is important that the scene is managed to ensure the preservation of forensic, physical and DNA evidence.
Ensure the victim:
 - i. Does not shower or bathe
 - ii. Does not wash or destroy clothing that was worn during the assault
 - iii. Does not disturb the physical environment where the assault occurred.
 - Note that the victim may be required to cooperate with police in the provision of evidence and a statement to police.
 - As a witness to the situation you may be required to provide a statement to police.
 - Co-operate completely with police to ensure the resolution of the situation.
 - Complete a Multiply Movement confidential incident report.
 - Ask the persons involved if it would be appropriate to refer them to Pastoral Care.
- b) Unsure.**
- In some instances the victim may not wish to report the incident to the police, this may be due to a variety of reasons. We need to respect this option by providing emotional and pastoral support.
 - If this is the case begin by ensuring that there are no medical injuries or concerns that require attention. If there is concern for the health of the victim then contact emergency services on 000 and follow their instructions.

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- If the victim is unsure about what they should do it is recommended that the incident is documented. It is recommended that this is done even if the person involved does not wish to report the incident to police. Assist the victim in documenting the incident in as much detail as possible. Include the following points in the description of events:
 - i. What happened
 - ii. Where it happened
 - iii. Who was there
 - iv. Who was told
- Complete a Multiply Movement confidential incident report.
- Ask the persons involved if it would be appropriate to refer them to Pastoral Care.