

Preventing sexual violence is **EVERYONE's** responsibility

If you see someone being harassed or assaulted, this is what you can do:



Distract or disrupt

Interrupt the harasser or talk to the person being harassed and pretend you know them.



Delegate

Get support from people around you by asking others for help or escalating to the manager.



Directly intervene

Confront the harasser. Tell them in a direct way that their words or actions are not okay, e.g. 'You need to stop that! NOW!'



Delay

Focus on the needs of the person who is being targeted, e.g. 'Hey, I saw what they just did; they were behaving badly. Are you ok?'

Remember, you can call Victoria Police on Triple Zero (000) for further support.

Your actions will count. Sexual violence is never the victim survivor's fault.

Supporting victim survivors

If someone makes a disclosure, this is what you should do:



Listen

Actively listen, do not judge or interrupt, give the person time to share their experience without any pressure.



Believe

One of the biggest barriers to disclosure is fear of not being believed. Reassure them that they are not at fault.



Provide choice and control

Affirm that they have done the right thing in disclosing their experience, remind them that what happens next is their choice.



Don't pressure for information

Take their fears and concerns seriously, and do not push them to share more information if they are not willing.



Ensure the victim survivor is safe

Establish whether there is an immediate risk to the safety of the person disclosing. Ask if there is someone they trust and would like to have as a support person.



Offer support

Provide information about specialist services, and other relevant services and supports. Be clear about the limits (if any) to confidentiality.

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Recording the incident

After discussing reporting options with the victim survivor, follow your workplace's processes and record the incident. To accurately record the incident, follow the steps below.

1 Consent

Gain the victim survivor's informed consent before recording any details.

2 Incident details

Record what they are saying either by writing it down and storing it with the incident report.

3 Welfare

Address any of the victim survivor's safety concerns, share all support options available and don't pressure them for information.

4 Options, actions and support

Record what the options, actions and support were offered.

5 Decisions

Record the decisions the victim survivor makes.

If you are ever unsure about what information to note down, you can anonymously contact the Sexual Offences and Child Abuse Investigation Team (SOCIT) through your local police station.

Always call Triple Zero (000) in an emergency.

Responding to sexual harassment and assault incidents



Consider safety

STAFF

- Believe and validate the victim survivor.
- Check for injuries or safety concerns.
- Ask if they would like to move to a private area.
- Ask if they would like their friends to join them.
- Explain that you will contact the manager for support.
- Contact your manager. Maintain confidentiality.



Support

MANAGER

- Tend to any injuries and urgent safety concerns.
- Let them share at their own pace, listen attentively.
- Take notes if they are okay with it.



Refer

- Discuss support options available.
- Ask if they would like to call someone they trust.



Manage the incident

- Discuss reporting options.
- Ask if they would like the perpetrator(s) to be removed.
- Correctly identify the perpetrator prior to removal.
- Block out or lock the incident area (if possible).
- Ensure they get home safely.



Record the incident and follow up

- Record all details discussed in the incident register.
- Debrief with staff and check if they require support
- Follow up with the victim survivor the next day (if appropriate).

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