Procedure Title

Gender-based Violence Prevention and Response Procedure – Staff

Preamble

These Procedures must be read with the Deakin College *Gender-based Violence Prevention and Response Policy*, applicable employment instruments and relevant Navitas policies and procedures.

Immediate safety requirements and applicable employment or industrial obligations take priority over all other steps in these Procedures. Where there is immediate danger or a serious medical emergency, call 000.

Purpose

These Procedures describe how Deakin College (the College) receives, responds to, assesses and manages Staff-related Disclosures and Formal Reports of Gender-based Violence.

These Procedures establish reporting pathways, support arrangements, risk and needs assessment processes, response options, workplace investigation processes, review and grievance pathways, and governance and reporting requirements.

Scope

These Procedures apply to Deakin College employees, casual employees, managers and other workers engaged by Deakin College. They also guide Deakin College's response where a contractor, consultant, volunteer, Student or third party is involved in a matter affecting Staff safety or wellbeing.

These Procedures apply to conduct associated with Deakin College work, including on campus, online, during travel, work-related events, placements, field activities and other College Activities. Deakin College may also provide support and take risk-management action where Gender-based Violence occurs outside work but affects workplace safety, participation or wellbeing.

These Procedures apply regardless of whether the incident is recent or historical, has been reported to Police, or the person seeks support only or makes a Formal Report.

Policy

Gender-based Violence Prevention and Response Policy

Related Documentation

Navitas Sexual Misconduct Prevention and Response Policy
Navitas Grievance Management Policy
Navitas Disciplinary Policy
Navitas Workplace Investigations Guiding Principles
Navitas Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy
Wellbeing, Health and Safety Policy
Privacy Policy and Procedure
Staff Code of Conduct (Navitas)

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Deakin College Enterprise Agreement 2022
Deakin College Teachers Enterprise Agreement 2024
Gender-based Violence Prevention and Response Procedure – Students
Whole-of-Organisation GBV Prevention and Response Plan and Outcome Framework
Navitas Immediate Incident Escalation and Reporting Policy
Navitas Staff–Student Relationships Policy

Procedure

1. Guiding principles

1.1. A Disclosure does not of itself require an investigation. A Formal Report asks or requires Deakin College to consider institutional action beyond support.

1.2. The following principles guide every action taken under these Procedures.

Principle	Application
Person-centred	Prioritise safety, dignity, wellbeing and agency.
Trauma-informed	Recognise potential impacts of trauma and seek to minimise re-traumatisation.
Procedurally fair	Provide all parties with a fair and impartial process.
Confidential	Share information only where reasonably necessary for support, safety, investigation, employment action, legal obligations or governance.
No Wrong Door	Accept a Disclosure through any pathway and assist the person to access support and the correct process.
Proportionate	Match the response to the risks, wishes and circumstances of each matter.

2. Roles and responsibilities

Role	Responsibilities
Employees and other workers	Seek assistance where required; make Disclosures or Formal Reports where appropriate; cooperate with lawful and reasonable processes; maintain confidentiality; and behave respectfully.
All Staff receiving a Disclosure	Prioritise immediate safety; respond compassionately; explain support and reporting pathways; and record the concern through DoneSafe. Staff must not investigate unless formally appointed.
Line Managers	Receive and escalate concerns; support affected Staff; implement approved workplace measures; monitor for victimisation; and

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	maintain confidentiality. Line Managers do not conduct Risk and Needs Assessments or investigations unless formally appointed.
Appropriate Navitas HR representative	Receive automated or restricted notification through DoneSafe; triage the matter; conduct or coordinate Risk and Needs Assessments; coordinate support and workplace measures; conduct or commission investigations; advise on employment and industrial obligations; and maintain confidential employment records.
Quality and Compliance Manager	Provide oversight, quality assurance, De-identified governance and regulatory reporting, and support continuous improvement. The role does not ordinarily access identifiable case material.
College Director and Principal	Determine the institutional response pathway; approve material interim measures; authorise investigations; appoint an external investigator where required; determine or approve employment outcomes within delegated authority and in consultation with Navitas HR; and maintain governance oversight.

3. Process overview

3.1. The following workflow applies to Staff-related Gender-based Violence matters. Immediate safety requirements and applicable employment or industrial obligations take priority.

Step	Owner	Action	Expected timeframe
1	Employee, manager or third party	Disclosure made	As required
2	Receiving Staff member	Immediate safety response and support information provided	Immediately
3	Receiving Staff member	Matter recorded in DoneSafe	Same day where reasonably practicable
4	DoneSafe workflow	Restricted alert sent to the appropriate Navitas HR representative and authorised Deakin College recipient	Immediately after lodgement
5	Navitas HR	Review and contact Discloser	Within 2 working days where reasonably practicable
6	Navitas HR	Complete initial Risk and Needs Assessment	Within 5 working days where

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			reasonably practicable
7	Navitas HR, manager and College Director and Principal as appropriate	Implement Support Plan and interim workplace measures	Following assessment
8	College Director and Principal with Navitas HR	Determine appropriate response pathway	Following assessment
9	Navitas HR or external investigator	Conduct investigation where required	As soon as reasonably practicable
10	College Director and Principal with Navitas HR	Determine outcome and employment action within delegated authority	Following receipt of findings
11	Employee	Access review, grievance or dispute resolution rights	Under applicable instrument or policy

4. Procedure timeframes

4.1. The timeframes in these Procedures support a safe, timely and Person-centred response. All reasonable attempts will be made to comply with them, recognising that employee availability, illness, Police involvement, witness availability, procedural fairness, industrial obligations, external agency involvement or other complex circumstances may cause delays.

4.2. Where an anticipated timeframe cannot be met, Deakin College or Navitas HR will provide reasonable progress updates to individuals directly involved and continue support and risk-management measures as appropriate.

4.3. A Formal Report, including any disciplinary process, will be designed to be finalised within 45 business days. An extension will be permitted only where required in the particular context, and must be approved through the designated authority and overseen by the College Director and Principal as Principal Executive Officer. The reasons for the extension, the revised timeframe and communications with affected parties must be documented.

4.4. A review, grievance or dispute-resolution process arising from a disciplinary decision will be designed to be finalised within 20 business days, subject to the requirements of the applicable Enterprise Agreement or Collective Agreement. Any extension must be approved and documented in the same manner.

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5. Disclosures and immediate safety response

5.1. A Disclosure may be made by an affected person, witness, manager, colleague, Student, support person or third party. A person may make a named or anonymous Disclosure through DoneSafe, to a manager, to Navitas HR, to the College Director and Principal, or to another Deakin College Staff member.

5.2. A Staff member receiving a Disclosure must listen calmly and respectfully, thank the person for sharing the information, check immediate safety and medical needs, explain support and reporting options and confidentiality limits, and record the concern in DoneSafe as soon as reasonably practicable.

5.3. A Staff member must not investigate, seek detailed evidence, pressure the person to pursue a particular pathway, promise absolute confidentiality or share the information informally.

5.4. Where there is immediate danger or a serious medical emergency, call 000. Where the matter occurs on a Deakin University campus, Deakin University Security may be contacted on 1800 062 579, which operates 24 hours a day, seven days a week across all campuses. The College Director and Principal must be notified as soon as practicable of an immediate or serious safety risk.

5.5. DoneSafe will alert the appropriate authorised Navitas HR representative to protect confidentiality and enable prompt triage. Identifiable material must not be circulated by ordinary email unless authorised and necessary.

5.6. Deakin College and Navitas HR will minimise repeated retelling and will, wherever practicable, provide the Discloser with one clearly identified contact person for the duration of the matter.

6. Risk and needs assessment

6.1. The appropriate Navitas HR representative will conduct or coordinate a documented Risk and Needs Assessment where support, intervention or further action may be required. The assessment is distinct from an investigation and does not determine whether alleged conduct occurred.

6.2. The assessment may consider immediate and ongoing safety; psychosocial hazards; risk to other workers, Students or the wider College Community; health and wellbeing; workplace participation; reporting lines and power dynamics; work location and duties; leave or flexibility needs; technology-facilitated risk; workers compensation or return-to-work considerations; support and representation needs; applicable employment instruments; and potential interim measures.

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6.3. Navitas HR should make initial contact within 2 working days and complete the initial assessment within 5 working days where reasonably practicable. The assessment must be reviewed when circumstances, information or risk changes.

7. Support plans and interim measures

7.1. Support is available whether or not a Formal Report is made, an investigation proceeds or the conduct occurred during work.

7.2. Support may include the Employee Assistance Program, counselling or specialist referral, safety planning, flexible work, leave, altered duties, reporting-line changes, work-location changes, communication arrangements, workplace or campus security measures, a support person or representative, and other reasonable measures.

7.3. Interim Measures are precautionary and are not findings of wrongdoing. They must be proportionate, consistent with applicable employment obligations, communicated only as necessary and reviewed when circumstances change.

7.4. Respondents and witnesses will also be offered appropriate support. Support arrangements must preserve impartiality and procedural fairness.

8. Appropriate response determination

8.1. Following the initial Risk and Needs Assessment, the College Director and Principal, in consultation with Navitas HR, will determine the most appropriate institutional response within delegated authority.

Response pathway	Description
Support Only	The Disclosure is recorded and support is provided. No further institutional action is required at that time.
Support and Monitoring	A Support Plan is implemented and the matter is monitored or reassessed if information or risk changes.
Informal Intervention	Educational, behavioural, managerial or protective action is taken without a formal investigation. Informal intervention must not be used to impose a disciplinary finding.
Formal Investigation	A workplace investigation is commenced to determine whether the alleged conduct occurred and whether employment or other action is required.

8.2. The determination will consider the Discloser's wishes, assessment findings, immediate and ongoing risk, workplace and College Community risk, seriousness and pattern of alleged conduct, available information, legal and industrial obligations, and Deakin College's duty of care.

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8.3. Deakin College will, as far as reasonably practicable, respect the Discloser's wishes. Deakin College may nevertheless act where required by law or work health and safety duties, another person may be at risk, repeated or systemic behaviour is indicated, or action is otherwise necessary to discharge Deakin College or Navitas obligations. Where action proceeds contrary to the Discloser's wishes, the reason will be explained and support will continue.

9. Assessment and investigation

9.1. Staff-related investigations will ordinarily be conducted or commissioned by Navitas HR. Line Managers and other Deakin College Staff must not investigate unless formally appointed.

9.2. The College Director and Principal and Navitas HR may define or adjust the scope and depth of an investigation having regard to the allegations, risk, proportionality, available information, procedural fairness, participation, employment and industrial obligations and relevant external processes. The rationale for material scope decisions must be documented.

9.3. Where an actual, potential or perceived conflict of interest exists, the matter involves senior Staff, or complexity, seriousness, sensitivity or independence requires it, an appropriately qualified external investigator may be appointed.

9.4. Investigations will be impartial, Person-centred and Trauma-informed; apply procedural fairness; proceed as promptly as reasonably practicable; use secure records; give relevant parties a reasonable opportunity to provide information; and apply the balance of probabilities standard. Deakin College will not require a Discloser or Respondent to provide physical evidence relating to alleged Gender-based Violence as a precondition to receiving, examining or investigating a matter.

9.5. The Respondent will, where appropriate and lawful, be informed of the substance of the allegations, given a reasonable opportunity to respond, advised of the process and expected timeframes, permitted a support person or representative, including union representation where applicable, and offered support.

9.6. The investigator will provide findings to the authorised decision-maker. The outcome decision-maker will not ordinarily be the investigator.

9.7. Where an employee is covered by a Collective Agreement or Enterprise Agreement, the process must comply with its requirements, including procedural fairness, representation and prescribed disciplinary, grievance or dispute-resolution processes. If inconsistent, the applicable agreement prevails.

10. Outcomes

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10.1. The College Director and Principal and Navitas HR will determine or recommend outcomes consistently with delegated authority, applicable employment contracts, industrial instruments, Navitas policies and law.

10.2. Outcomes may include no further action; continued support or monitoring; education, coaching or behavioural expectations; workplace adjustments; risk controls; management action; disciplinary action; referral to another process or external authority; or systemic improvement actions.

10.3. The Discloser and Respondent will be informed of the outcome to the extent appropriate and lawful. Information about employment or disciplinary action may be limited to protect privacy while still confirming that the matter has been addressed.

10.4. Where an investigation commences, the Discloser and the Respondent will be notified in writing on the same day, with the Discloser notified first. Each party may be accompanied by a support person or representative when asked about the matter.

10.5. Unless the Discloser requests otherwise, the Discloser will receive written notice of the investigation and disciplinary outcomes, the reasons, any relevant sanctions and their internal and external complaint rights on the same day as the Respondent.

11. Review, dispute resolution and grievances

11.1. Employees may access review, representation, grievance and dispute-resolution rights available under the applicable Enterprise Agreement or Collective Agreement, employment contract, *Navitas Grievance Management Policy*, *Navitas Disciplinary Policy* and other applicable instruments.

11.2. A review or grievance must, where practicable, be handled by a person who was not the original investigator or outcome decision-maker and who has appropriate authority and impartiality.

11.3. These Procedures do not limit a person's right to contact Police, a regulator, the Fair Work Commission, a union or representative, or another external body.

11.4. Where Deakin College has given the Discloser notice of a disciplinary outcome, the College will, unless the Discloser requests otherwise, give the Discloser written notice within two business days after a Respondent lodges a review, grievance or appeal, confirming that it has been lodged and explaining the potential outcomes.

11.5. Unless the Discloser requests otherwise, the Discloser will receive written notice of the review, grievance or appeal outcome, including the decision, reasons and any relevant sanctions, together with internal and external complaint rights, on the same day as the Respondent is notified. Information will be provided in a manner that protects privacy and procedural fairness.

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12. Additional requirements

12.1. Managers must implement approved measures, maintain confidentiality, monitor for victimisation and promptly escalate any change in risk. Managers must not undertake informal fact-finding that could compromise support or a later investigation.

12.2. Victimisation, retaliation, intimidation or adverse treatment because a person made, supported or participated in a Disclosure, Formal Report or investigation is prohibited and may result in disciplinary action.

12.3. Deakin College will support a person who wishes to contact Police or another external body. Except where reporting is legally required or immediate safety demands action, Deakin College will not pressure a person to report to Police.

12.4. Where a matter involves a person under 18, Staff must immediately escalate it to the College Director and Principal and appropriate specialist personnel and comply with applicable safeguarding, critical incident and mandatory reporting requirements.

12.5. All Staff must complete required GBV training and apply these Procedures. Failure to complete mandatory training or follow lawful and reasonable directions may result in management action.

12.6. An employee must declare an existing or previous intimate personal relationship where they have, or are likely to have, supervisory, oversight, academic or decision-making responsibility for the other person. Deakin College will implement a documented conflict-of-interest management plan, including permanent alternative arrangements where necessary, under the *Navitas Staff–Student Relationships Policy* and applicable Navitas requirements.

12.7. A Gender-based Violence incident meeting the thresholds in the *Navitas Immediate Incident Escalation and Reporting Policy* must be escalated promptly to the relevant Deakin College and Navitas officers. Escalation will use the minimum personal information necessary and, wherever practicable, De-identified information. Internal escalation is separate from a Discloser's decision to make a Formal Report and must not trigger an investigation contrary to the Discloser's wishes or remove access to support.

12.8. Where Gender-based Violence occurs in a shared or Deakin University-controlled location, involves members of both communities, or is connected with shared activities or systems, Deakin College will act in accordance with the documented coordination protocols maintained with Deakin University. Each institution retains responsibility for its own Staff, Students and legal obligations.

13. Confidentiality, records and reporting

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13.1. Staff GBV matters will be recorded securely within DoneSafe. DoneSafe access will be limited by role and strict need-to-know requirements to the appropriate Navitas HR representative, the College Director and Principal, and any authorised investigator or adviser.

13.2. Additional access or disclosure is permitted only to the extent reasonably necessary for immediate safety, procedural fairness, employment action, legal or regulatory obligations, approved investigation, specialist advice or another authorised operational purpose.

13.3. Confidentiality requirements must not prevent a Discloser or Respondent from discussing their own experience for the purpose of obtaining support, advice or representation.

13.4. The Quality and Compliance Manager may receive De-identified information for Governing Board reporting, National Code reporting, the Prevention and Response Plan, the Outcomes Framework, systemic review and continuous improvement.

14. Review

14.1. These Procedures will be reviewed at least every three years and earlier following relevant legal, regulatory or industrial change, significant incident learnings, material operational change or a direction from the GBV Regulator.

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Appendix A – Staff GBV process sequence

This table is a sequential summary. Immediate safety needs and applicable employment or industrial requirements take priority. The detailed requirements in the body of these Procedures prevail.

Step	Stage	Owner / timeframe
1	DISCLOSURE RECEIVED	Any Staff member or DoneSafe
2	IMMEDIATE SAFETY RESPONSE	Emergency services / Deakin University security if required
3	DONESAFE RECORD AND RESTRICTED ALERT	Appropriate Navitas HR representative notified
4	NAVITAS HR CONTACT	Within 2 working days where reasonably practicable
5	RISK AND NEEDS ASSESSMENT	Within 5 working days where reasonably practicable
6	SUPPORT AND INTERIM WORKPLACE MEASURES	Implemented and reviewed as required
7	COLLEGE DIRECTOR AND PRINCIPAL AND HR RESPONSE DETERMINATION	Select one of four proportionate pathways (see available response below)
8	FORMAL INVESTIGATION, IF REQUIRED	Navitas HR or external investigator
9	OUTCOME DECISION	College Director and Principal and Navitas HR within delegated authority
10	REVIEW / GRIEVANCE / DISPUTE RESOLUTION	Applicable agreement, contract or policy

Available response pathways (step 7)			
Support Only	Support and Monitoring	Informal Intervention	Formal Investigation
The Disclosure is recorded and support is provided. No further institutional action is required at that time.	A Support Plan is implemented and the matter is monitored or reassessed if information or risk changes.	Educational, behavioural, managerial or protective action is taken without a formal investigation. Informal intervention must not be used to impose a disciplinary finding.	A workplace investigation is commenced to determine whether the alleged conduct occurred and whether employment or other action is required.

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Appendix B – Appropriate response determination matrix

This matrix guides consistent decision-making but does not prescribe an outcome. The College Director and Principal and Navitas HR must consider each matter individually and document the rationale for the selected pathway. This matrix applies to the assessment of a Disclosure.

Where a Formal Report has been made and the Respondent is a Deakin College Student or Staff member, the matter proceeds to a Formal Investigation in accordance with Policy clause 5.7, unless a decision not to investigate is permitted by the National Code, documented with reasons and approved by the College Director and Principal as Principal Executive Officer. Support, monitoring and informal intervention may be applied alongside an investigation but not as a substitute for one.

Assessment finding	Key consideration	Support only	Support & monitoring	Informal intervention	Formal investigation
Historical conduct with no identified ongoing workplace risk	Wishes, support and current workplace impact	Usually	Possible	Unlikely	Unlikely
Discloser requests support only	Given significant weight, subject to legal and safety duties	Usually	Possible	Possible if safe	Possible if overriding risk or duty exists
Ongoing wellbeing or psychosocial concern	Support, adjustment and WHS needs	Possible	Usually	Possible	Possible
Need for temporary workplace separation or protection	Safety, proportionality and employment obligations	Possible	Usually	Possible	Possible
Behaviour appears suitable for education, coaching or boundary-setting	No disciplinary finding required	Unlikely	Possible	Usually	Possible if information indicates higher risk
Repeated or patterned concerning behaviour	Risk to others and systemic information	Unlikely	Possible	Possible	Usually
Serious allegation or significant ongoing workplace risk	Safety, duty of care and available information	Unlikely	Possible alongside action	Unlikely as sole response	Usually

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Legal, WHS or industrial obligation requires action	Relevant law, agreement and external process	Support continues	Monitoring continues	May supplement action	May be required or adjusted

Decision factors

- the Discloser's wishes and participation;
- the Risk and Needs Assessment;
- immediate, ongoing and psychosocial safety risks;
- risk to Staff, Students and the College Community;
- seriousness, pattern and context of the alleged conduct;
- applicable employment contracts, enterprise or collective agreements and Navitas policies;
- legal, WHS, safeguarding and regulatory requirements;
- available information and practical ability to act; and
- Deakin College and Navitas duties and the proportionality of the response.

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Appendix C – Support services and reporting resources

Emergency and campus safety

Service	Purpose	Contact
Emergency Services	Immediate threat to life or safety	000
Deakin University security	Immediate safety concerns on a Deakin University campus	1800 062 579
Victoria Police	Non-emergency Police assistance and reporting options	131 444

Deakin College and Navitas internal services

Service	Purpose	Contact
Navitas HR	Case triage, Risk and Needs Assessment, workplace support, investigation and employment advice	HR.SharedServices@navitas.com
Employee Assistance Program	Confidential counselling and wellbeing support	1 800 818 728 Access EAP
DoneSafe	Named or anonymous Disclosure and Formal Report pathway	Student / Public Incident & Hazard Report
Deakin College general support contact	Assistance to locate the appropriate Deakin College contact	+61 3 9244 5197 deakincollege@deakin.edu.au

Specialist gender-based violence support

Service	Purpose	Contact
Sexual Assault Crisis Line (Victoria)	Provide compassionate crisis support and advocacy.	1800 806 292

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1800RESPECT	National domestic, family and sexual violence counselling, information and support; available 24/7	1800 737 732 or text 0458 737 732
Safe Steps	Victoria's 24/7 family violence response centre for confidential crisis support, information and accommodation.	1800 015 188 Live Chat: safesteps.org.au/live-chat
Men's Referral Service	Free, confidential expert support for people at risk of using family violence; available 24/7	1300 766 491
Rainbow Door	Rainbow Door provides free specialist advice to LGBTIQ+ people and their friends and families.	1800 729 367

Additional crisis and wellbeing support

Service	Purpose	Contact
Lifeline	24/7 crisis support and suicide prevention	13 11 14
MensLine Australia	24/7 support for men and boys dealing with family and relationship difficulties	1300 78 99 78
13YARN	24/7 crisis support for Aboriginal and Torres Strait Islander people	13 92 76
Translating and Interpreting Service (TIS National)	Telephone interpreting to help access another service	13 14 50

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Appendix D – Risk and needs assessment areas

This appendix promotes consistent assessment. It is not a substitute for professional judgement or an approved assessment tool. Record only information reasonably necessary for support, safety and decision-making.

Assessment area	Matters to consider	Recorded / reviewed
Immediate safety	Current danger, urgent medical needs, safe location, emergency or Police assistance.	☐
Ongoing safety	Continuing contact, threats, stalking, technology-facilitated abuse and escalation indicators.	☐
Risk to others	Known or potential risk to colleagues, Students, witnesses or the wider College Community.	☐
Psychosocial hazards	Work design, interactions, power imbalance, workload, isolation, conflict and other workplace factors.	☐
Health and wellbeing	Physical and psychological impacts, crisis support, specialist or medical referral.	☐
Work participation	Duties, hours, location, attendance, leave, reporting lines, travel and communication needs.	☐
Employment and industrial context	Employment status, contract, applicable agreement, representation and relevant policy processes.	☐
Culture, language and accessibility	Interpreter, disability adjustments, cultural safety, support person or communication format.	☐
Respondent and witness needs	Safety, support, communication and procedural fairness requirements for other involved persons.	☐
Interim measures	No-contact arrangements, altered duties, reporting lines, work location, leave or access controls.	☐
External processes	Police, medical, legal, workers compensation, regulator or other agency involvement.	☐
Monitoring and review	Review date, change triggers, assigned actions, progress updates and closure criteria.	☐

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Status and Details

Identification	Gender-based Violence Prevention and Response Procedure – Staff
Initial Issue Date	16/11/2026
Status	Current
Domain	Wellness, Health and Safety
Effective Date	16/11/2026
Review Date	30/11/2028
Approval Authority	Senior Management Group
Implementation Officer	College Director and Principal

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