Procedure Title

Gender-based Violence Prevention and Response Procedure – Students

Preamble

These Procedures must be read with the Deakin College Gender-based Violence Prevention and Response Policy and other related Deakin College and Navitas documents.

Immediate safety needs take priority over the sequence and timeframes in these Procedures. Where there is immediate danger or a serious medical emergency, call Emergency Services on 000.

Students may access support whether or not they make a Formal Report, participate in an investigation or report to Police, and regardless of when the incident occurred.

Purpose

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

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

Scope

These Procedures apply to all Deakin College Students, prospective Students participating in College Activities, Students participating in placements or work-integrated learning, and matters involving Staff, contractors, third parties or partner arrangements where Student safety or wellbeing may be affected.

These Procedures apply regardless of whether the incident occurred recently or historically, the matter has been reported to Police, the person wishes to make a Disclosure only, or the person wishes to make a Formal Report.

Deakin College may provide support for Gender-based Violence occurring outside College Activities. The institutional action available to Deakin College will depend on the connection with Deakin College, persons involved, available powers, legal obligations and identified risks.

Policy

Gender-based Violence Prevention and Response Policy

Related Documentation

Gender-based Violence Prevention and Response Procedure – Staff
Complaints Policy
Student Code of Conduct Policy
Care of Students Under the Age of 18 Policy
Critical Incident Policy
Equity and Diversity Policy
Privacy Policy
Wellbeing, Health and Safety Policy

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Staff Code of Conduct UPA (Navitas)
Whole-of-Organisation GBV Prevention and Response Plan and Outcomes Framework
Navitas Staff–Student Relationships Policy
Navitas Immediate Incident Escalation and Reporting Policy

Procedure

1. Guiding principles

1.1. A Disclosure does not of itself require an investigation, while a Formal Report asks or requires Deakin College to consider 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, 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
Students	Seek assistance where required; make Disclosures or Formal Reports where appropriate; cooperate with processes; and maintain respectful behaviour.
All Staff	Receive Disclosures appropriately; prioritise immediate safety; explain support and reporting pathways; and record the matter through DoneSafe.
Student Counsellor	Receive and manage Student GBV matters; conduct Risk and Needs Assessments; coordinate support plans; implement or recommend interim measures; provide support to the Discloser and, where required the Respondent; and maintain confidential support records. The role does not conduct investigations.
Campus Manager (Geelong)	Conduct Formal Investigations where authorised by the College

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

	Director and Principal; maintain secure and confidential investigation records; and provide findings to the College Director and Principal. The role does not provide support to the Discloser or Respondent in the matter being investigated.
Academic Director	Implement approved academic adjustments, placement variations, educational measures and Student misconduct actions.
Quality and Compliance Manager	Provide oversight, quality assurance, governance and regulatory reporting, and support continuous improvement. The role does not ordinarily receive access to identifiable case material.
College Director and Principal	Determine the response pathway; approve material interim measures; authorise investigations; determine outcomes; appoint an external investigator where required; and maintain governance oversight.

3. Process overview

3.1. The following workflow applies to Student-related Gender-based Violence matters. Immediate safety needs take priority over the sequence and timeframes below.

Step	Owner	Action	Expected timeframe
1	Student, Staff member 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	Student Counsellor	Review Disclosure and contact Discloser	Within 2 working days where reasonably practicable
5	Student Counsellor	Complete initial Risk and Needs Assessment	Within 5 working days where reasonably practicable
6	Student Counsellor	Implement Support Plan and interim measures where required	Following assessment

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

7	College Director and Principal	Determine appropriate response pathway	Following assessment
8	Campus Manager (Geelong) or external investigator	Conduct investigation where required	As soon as reasonably practicable
9	Investigator	Submit findings to College Director and Principal	Following investigation
10	College Director and Principal	Determine outcome and actions	Following receipt of findings
11	Student	Seek review or appeal where available	Under applicable Deakin College process

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 Student availability, illness, Police involvement, witness availability, procedural fairness requirements, external agency involvement or other complex circumstances may cause delays.

4.2. Where an anticipated timeframe cannot be met, Deakin College 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 or appeal will be designed to be finalised within 20 business days. Any extension must be approved and documented in the same manner.

5. Disclosures and immediate safety response

Making a Disclosure

5.1. A Disclosure occurs when information is provided to Deakin College about a person's own or another person's experience of Gender-based Violence, regardless of whether the person wants a Formal Report or investigation.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

5.2. A Disclosure may be made by a Student, witness, support person, Staff member, another Student or third party.

5.3. Disclosures may be made through DoneSafe, to the Student Counsellor, to any Deakin College Staff member, or by email, telephone or in person. Anonymous Disclosures may be made through DoneSafe.

Responsibilities of receiving Staff

5.4. A Staff member receiving a Disclosure must:

- listen calmly and respectfully;
- thank the person for sharing the information;
- check whether immediate safety or medical assistance is required;
- avoid investigating or asking detailed evidentiary questions;
- explain available support and reporting options;
- explain the limits of confidentiality; and
- record the matter in DoneSafe as soon as reasonably practicable.

5.5. A Staff member must not attempt to determine whether the allegation is true, pressure a person to make a Formal Report or report to Police, promise absolute confidentiality, or share information informally.

Immediate safety response

5.6. Where there is an immediate threat to a person's safety or a serious medical emergency, Emergency Services must be contacted on **000** without delay. Where the incident occurs on a Deakin University campus, Deakin University Security should also be contacted on **1800 062 579** (24 hours a day, 7 days a week), as appropriate.

5.7. The College Director and Principal must be notified as soon as practicable of an immediate or serious safety risk. Support and precautionary measures may begin before the matter is fully assessed.

5.8. Deakin College 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 Student Counsellor will conduct and document a 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 will be proportionate to the available information and may consider:

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

- immediate and ongoing safety;
- risk to the Discloser, Respondent and broader College Community;
- physical and psychological wellbeing;
- academic participation and progression;
- placements or work-integrated learning;
- safeguarding and Under-18 considerations;
- cultural, disability, language and accessibility needs;
- technology-facilitated risk;
- support requested by the person;
- potential interim measures; and
- whether external or specialist services are required.

6.3. The Student Counsellor should review the Disclosure as soon as practicable, make initial contact within 2 working days where reasonably practicable, and complete the initial assessment within 5 working days where reasonably practicable.

6.4. The assessment must be reviewed when circumstances, information or risk changes, and at appropriate points during support, intervention or investigation.

7. Support plans and interim measures

7.1. Support is available whether or not a Formal Report is made, an investigation proceeds or the incident occurred during College Activities.

7.2. The Student Counsellor may develop a Support Plan collaboratively with the person. Support may include counselling, safety planning, specialist referral, Special Consideration, deadline extensions, attendance flexibility, placement adjustments, academic or communication support and other reasonable measures.

7.3. Interim or precautionary measures may include no-contact directions, class or timetable changes, placement variations, modified access to College Activities, campus safety arrangements or other actions reasonably necessary to support safety and wellbeing.

7.4. Interim Measures are not findings of wrongdoing. They will be proportionate, communicated only as necessary and reviewed when circumstances change.

7.5. Support will also be available to Respondents and witnesses. 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 will determine the most appropriate institutional response.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

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

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 or protective action measures are implemented without a formal investigation. Informal intervention must not be used to impose a disciplinary finding.
Formal Investigation	An investigation is commenced under clause 8 to determine whether the alleged conduct occurred and whether further action is required.

8.3. Deakin College will, as far as reasonably practicable, respect the Discloser's wishes about whether a matter proceeds beyond support. Deakin College may nevertheless act, including by investigating, where required by law, a mandatory reporting obligation applies, another person may be at risk, there is a serious ongoing or community risk, repeated or systemic behaviour is indicated, or action is otherwise necessary to discharge Deakin College's duty of care.

8.4. Where Deakin College acts contrary to the Discloser's wishes, Deakin College will explain the reason, consult about how the action can be taken as safely as possible, and continue support. A Discloser may choose not to participate, although this may affect what Deakin College can determine.

9. Assessment and investigation

9.1. A Formal Investigation will ordinarily be authorised by the College Director and Principal and conducted by the Campus Manager (Geelong). To preserve the separation between support and investigation functions, the Student Counsellor, who provides support to the Discloser and, where required, the Respondent, will not conduct and investigation.

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

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

9.3. Where an actual, potential or perceived conflict of interest exists, or the complexity, seriousness, sensitivity or need for independence makes internal investigation inappropriate, the College Director and Principal may appoint an appropriately qualified external investigator.

9.4. Investigations will:

- be impartial, Person-centred and Trauma-informed;
- apply procedural fairness;
- be conducted as promptly as reasonably practicable;
- use secure and confidential records;
- not require physical evidence as a precondition to receiving or examining the matter;
- give relevant parties a reasonable opportunity to provide information; and
- apply the balance of probabilities standard.

9.5. The Respondent will, where appropriate and consistent with safety and lawful process, be informed of the substance of the allegations, given a reasonable opportunity to respond, permitted a support person, advised of the process and expected timeframes, and offered support.

9.6. The investigator will document findings and provide them to the College Director and Principal. The College Director and Principal is the outcome decision-maker and is not the investigator.

9.7. Where Police or another external authority is involved, Deakin College will avoid action that may prejudice that process while continuing support, safety planning and appropriate interim measures.

10. Outcomes

10.1. The College Director and Principal will determine the outcome after considering the findings, risks, procedural fairness requirements and applicable Deakin College instruments.

10.2. Outcomes may include no further action, continued support or monitoring, educational or behavioural measures, precautionary or protective arrangements, action under the Student Code of Conduct or Student Misconduct Procedures, disciplinary sanctions, restrictions relating to College Activities, referral to an 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 disciplinary action may be limited to protect privacy while still explaining that the matter has been addressed.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

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 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, including the right to complain to the National Student Ombudsman, on the same day as the Respondent.

11. Review and appeal

11.1. A Student may seek review or appeal under the applicable Deakin College complaint, appeal or Student misconduct process. The relevant process and timeframe will be identified in the outcome communication.

11.2. A review or appeal will be undertaken 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, the National Student Ombudsman, a regulator 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 an appeal, confirming that an appeal has been lodged and explaining the potential outcomes of the appeal.

11.5. Unless the Discloser requests otherwise, the Discloser will receive written notice of the 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.

11.6. A Discloser may use the applicable Deakin College complaints procedure to raise concerns about the handling of a Disclosure or Formal Report, a failure to follow the Policy or these Procedures, the adequacy of support or safety measures, unreasonable delay, or another administrative action or omission. This pathway is separate from a Respondent's appeal against a disciplinary decision and does not authorise the Discloser to direct the sanction imposed on another person.

12. Additional requirements

Under-18 Students and mandatory reporting

12.1. Where an Under-18 Student is involved, Staff must immediately escalate the matter to the Student Counsellor and College Director and Principal and comply with

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

applicable safeguarding, mandatory reporting, critical incident and child safety requirements. Staff must not manage the matter alone.

Amnesty

12.2. A Student who, in good faith, reports Gender-based Violence as a person affected or bystander will not ordinarily be subject to Student conduct action solely for incidental alcohol or drug use occurring at or near the time of the incident. Amnesty does not apply to conduct that harmed another person, created a serious safety risk or is a separate serious breach unrelated to reporting.

Retaliation

12.3. 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.

Staff–Student relationships

12.4. Matters involving intimate or personal relationships between Staff and Students will also be managed under applicable Deakin College and Navitas Staff–Student relationship requirements.

Police and external reporting

12.5. 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.

12.6. 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.

12.7. 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 Students, Staff and legal obligations, and wherever practicable the affected person will have one point of contact and will not be required to repeat their account unnecessarily.

13. Confidentiality, records and reporting

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

13.1. Student GBV records will be maintained securely within DoneSafe. Access to identifiable records is restricted to the Student Counsellor and the College Director and Principal and, for the purposes of an authorised Formal Investigation, the Campus Manager (Geelong).

13.2. Additional access or disclosure is permitted only to the extent reasonably necessary for immediate safety, procedural fairness, legal or regulatory obligations, approved investigation, specialist advice or another authorised operational purpose. The College Director and Principal will authorise any additional access where practicable.

13.3. Confidentiality requirements must not be used to prevent a Discloser from discussing their own experience for the purpose of seeking support or advice.

13.4. The Quality and Compliance Manager may receive De-identified information for Governing Body 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.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Appendix A – Student GBV process sequence

This table is a sequential summary. Immediate safety needs 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	Same day where reasonably practicable
4	STUDENT COUNSELLOR CONTACT	Within 2 working days where reasonably practicable
5	RISK AND NEEDS ASSESSMENT	Within 5 working days where reasonably practicable
6	SUPPORT PLAN AND INTERIM MEASURES	Implemented and reviewed as required
7	COLLEGE DIRECTOR AND PRINCIPAL RESPONSE DETERMINATION	Select one of four proportionate pathways (see available response below)
8	FORMAL INVESTIGATION, IF REQUIRED	Campus Manager (Geelong) or external investigator
9	COLLEGE DIRECTOR AND PRINCIPAL OUTCOME DECISION	Outcome, actions and communication
10	REVIEW OR APPEAL	Under the applicable Deakin College process

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 or protective measures are implemented without a formal investigation. Informal intervention must not be used to impose a disciplinary finding.	An investigation is commenced under clause 8 to determine whether the alleged conduct occurred and whether further action is required.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Appendix B – Appropriate response determination matrix

This matrix guides consistent decision-making but does not prescribe an outcome. The College Director and Principal 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 risk	Primary wishes and support needs	Usually	Possible	Unlikely	Unlikely
Discloser requests support only	Important and given significant weight	Usually	Possible	Possible if safe	Possible if overriding risk or duty exists
Ongoing wellbeing concern	Support and adjustment needs	Possible	Usually	Possible	Possible
Need for protective or precautionary measures	Safety and proportionality	Possible	Usually	Possible	Possible
Behaviour appears suitable for education 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 risk	Safety, duty of care and available information	Unlikely	Possible alongside action	Unlikely as sole response	Usually
Mandatory reporting or legal obligation	Relevant law and external process	Support continues	Monitoring continues	May supplement action	May be required or adjusted to external process

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Decision factors

- the Discloser's wishes and participation;
- findings of the Risk and Needs Assessment;
- immediate and ongoing safety risks;
- risk to other Students, Staff or the College Community;
- seriousness, pattern and context of the alleged conduct;
- legal, safeguarding, mandatory reporting and regulatory requirements;
- the available information and practical ability to act; and
- Deakin College's duty of care and the proportionality of the response.

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Appendix C – Support services and reporting resources

Students may access support whether or not they make a Formal Report, participate in an investigation or report to Police, and regardless of when the incident occurred.

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 internal services and reporting

Service	Purpose	Contact
Student Counsellor	Initial support, Risk and Needs Assessment, support planning, referral	dcoll-counselling@deakin.edu.au +61 3 9918 9009
Academic Director	Academic adjustments, placement and study-related arrangements	+61 3 9246 8619
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
Deakin University Safer Community	Free, confidential support for members of the university community who experience concerning, threatening,	safercommunity@deakin.edu.au +61 3 9244 3734

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

	inappropriate or uncomfortable behaviour	

Specialist gender-based violence support

Service	Purpose	Contact
Sexual Assault Crisis Line (Victoria)	Provide compassionate crisis support and advocacy.	1800 806 292
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
Kids Helpline	Private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800
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

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

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, escalation indicators.	☐
Risk to others	Known or potential risk to Students, Staff, witnesses or the wider College Community.	☐
Wellbeing and health	Physical and psychological impacts, crisis support, specialist or medical referral.	☐
Academic participation	Attendance, assessment, progression, class contact, examinations and communication needs.	☐
Placement / WIL	Host environment, supervision, travel, roster, no-contact or alternative arrangements.	☐
Under-18 and safeguarding	Age, child safety concerns, mandatory reporting and critical incident requirements.	☐
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, timetable changes, access controls, placement or activity restrictions.	☐
External processes	Police, medical, legal, regulator or other agency involvement and potential interaction with Deakin College action.	☐
Monitoring and review	Review date, change triggers, assigned actions, progress updates and closure criteria.	☐

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

Status and Details

Identification	Gender-based Violence Prevention and Response Procedure – Students
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

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; ABN 11 074 633 668; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B