



The Australian Institute of Music’s measures to prevent and respond to sexual assault and sexual harassment

To develop supporting materials for the higher education sector, and to ensure that providers are meeting *The Higher Education Standards Framework (Threshold Standards) 2015*, including the section on wellbeing and safety, TEQSA needs to identify the measures that higher education providers use to prevent and respond to sexual assault and sexual harassment. TEQSA will use the information provided in the table below to update the table on the measures in place by independent and TAFE higher education providers that was presented in the [Report to the Minister for Education: Higher Education sector Response to the Issue of Sexual Assault and Sexual Harassment](#). TEQSA will continue to update this table on our website as information is provided to us.

The following information was found in the provider’s letter to TEQSA or on the provider’s website. Please check if the information is correct, and complete any gaps (YES / NO / HYPERLINK / TEXT) using [tracked changes](#). If you have any questions please telephone TEQSA on 8306 2429 or email studentwellbeing@teqsa.gov.au.

1 Taskforce / Working Group on Sexual Assault or Sexual Harassment		
	Name of Taskforce / Working Group	Safety, Equity and Wellbeing Committee (SEWC)
	Led by	Carol Riley (Chair) Head of Operations
	Representation	The membership of the committee includes: <ul style="list-style-type: none"> - Chair – Head of Operations - Deputy Chair – Human Resources Representative - Two (2) Student Wellbeing Officers (Melbourne & Sydney) - Two (2) Student Experience & Success Representative (Melbourne & Sydney) - Head of Pathways & Engagement - Two (2) Elected Health & Safety Representatives (Sydney & Melbourne) - Quality & Compliance Officer - Two (2) Student Representatives (elected Melbourne & Sydney) - SEWC Secretariat
	Sexual Assault and Sexual Harassment (SASH) Contact at the provider (Name, position, telephone and email)	Jenny Fenner Head of Student Experience and Success 02 9219 5446 Jenny.Fenner@aim.edu.au
2 Policies and Procedures		
	Review of SASH policies and procedures	Updated September 2019
	Estimated date of completion (if not complete)	Complete
	Freestanding SA policy	No
	Freestanding SH policy	No
	SA and SH in the same policy document	Yes
	SA and SH are included in another policy (e.g. OHS)	<i>Child Protection Policy and Procedure</i> <i>Critical Incident and Emergency Policy and Procedure</i>
	Incident procedure	<i>Child Protection Policy and Procedure</i> <i>Critical Incident and Emergency Policy and Procedure</i>
	Misconduct procedure	<i>Student Code of Conduct</i> <i>Staff Code of Conduct</i>
3 Education and Training		
	Education and online information	During Orientation, the Student Wellbeing/Student Experience and Success sessions students are provided with information on: <ul style="list-style-type: none"> • legal services emergency and health services • complaints and appeals processes • academic student support



		<ul style="list-style-type: none"> welfare support services support for students under the age of 18, and accommodation services. <p>Students are also provided with a copy of the handbook containing additional information to what was provided during the O Week sessions.</p> <p>There is also a Student Wellbeing Referral Library (Sydney and Melbourne) listing contact details of relevant support services.</p>
	Consent Matters online course is offered	Under active consideration for 2020
	Participation in Consent Matters is mandatory for students	This will be mandatory for all staff and students once implemented
	Another SASH related online course is offered	No.
	Face to face training is offered	<p>The Unit M1GE1 Governance, Ethics & Social Responsibility touches on sexism/equality/sexual misconduct/gender gaps are explicitly covered in the course materials. Much of this is designed to be conversation starters and to engage the students, as opposed to in-depth theory lectures.</p> <p>Units in future course design will include discussions and learning outcomes specific to personal wellbeing and self-management within the creative arts industry; encapsulating diversity, wellbeing and safety in the workplace.</p>
4	Information about student services and reporting	
	Counselling services are provided	In partnership with Australian College of applied Psychology (ACAP) Counselling Services, an external counselling and crisis provider.
	Are counselling services monitored?	Yes, by supervisors from ACAP. Counsellors are monitored on campus as per ACAP Placement Agreement, daily debriefing and student feedback
	Has a review of counselling services been commissioned?	Yes
	Estimated date of completion (if not complete)	Complete
	Partnership with external SASH counselling services	Agreement between the Australian College of Applied Psychology and AIM for ACAP to place their Students at AIM for internship. ACAP have a broad network of treatment providers to utilise for referrals for psychiatrist appointments.
	Security services contact information	<p>Melbourne Campus: Duty Officer: 03 8610 4222</p> <p>Sydney Campus: Morning Security Guard: 0421 755 347; Afternoon/Evening Security: 02 9129 5540/0420 763 386</p>
	SASH specific emergency contact information	<p>Melbourne Campus: Head of Operations: 0439 268 553</p> <p>Sydney Campus: Head of Pathways and Engagement: 0410 553 282/Head of Student Experience and Success: 02 9219 5446</p>
	A mobile app including emergency contacts	No
	Safe escort contact details	No safe escort service currently in place
5	Incident reporting	
	How are disclosures and reports of sexual assault and sexual harassment captured?	<p>Student reports to Student Wellbeing to disclose, which is recorded in PowerDiary (confidential data base used by Student Wellbeing team only).</p> <p>Processes followed as per the <i>Child Protection Policy and Procedure, Critical Incident and Emergency Policy and Procedure</i> and <i>Student Grievance and Complaints Policy and Procedure</i></p>



	Internal reporting of SASH incident data	The Head of Student Experience and Success provides a report for the SEWC. The SEWC will provide feedback to the Leadership Group which will inform the Leadership Group's reports into the Finance and Risk Subcommittee of the Board of Directors in respect of risk management and alignment of practices with the Higher Education Standards Framework (HESF) 2015.
	Public reporting of SASH incident data	There is no formal public reporting. As per AIM's <i>Critical Incident and Emergency Policy and Procedure</i> , students are informed of the Institute's duty of care to refer them to other external professionals (Doctor, Psychiatrist, Mental Health team, Police) if deemed appropriate for their safety or management. If required, the CEO communicates with the media
6	Residential colleges and residences	
	Does the provider own student accommodation?	No
	If 'Yes' please list	
	Does the provider have any contractual relationships with any student accommodation?	No
	If 'Yes' please list	
	Has a review of residential colleges and provider residences been commissioned?	NA
	Estimated date of completion (if not complete)	
	If a review has been conducted please forward to TEQSA	