

## What to do if someone reports experiencing gendered violence

### It's important that you do:

- **Believe** them;
- Find somewhere private to speak with them;
- Be sensitive;
- **Acknowledge** and respect that they have trusted you with this information, for example, 'It must have been difficult for you to come to me and tell me about your experience' 'It's a good thing to seek advice and support' 'Thank you for raising it with me'
- **Reassure** them that the information will be kept confidential unless someone is at immediate risk of harm or they give you consent for someone else to be told;
- Make it clear that they are not to blame for what happened and that they don't have to tolerate the behaviour;
- Ask them about the impact that the gendered violence is having on them and what might help them, for example, talking to a counselling service, check if they know about the options available to address the situation;
- **Validate** - repeat back important points of the disclosure, for example, 'What you have told me is that X happened and Y happened etc. and this made you feel....'
- Ask them what they would like to do;
- **Encourage** them to keep a diary of events and incidents to help them recall details at a later stage if need be;
- Check if they know where to get help and if they don't provide them with referrals;
- **Confirm** agreed next steps;
- If you are unsure of how to handle the situation or what advice to give ask a college for help or speak to leadership.

### It's important that you don't:

- Put yourself in any **danger**;
- Discuss this with anyone else except the person who has come to you and other designated people that are assisting unless you believe that someone is at risk of harm;
- **Dismiss** what you are being told;
- **Tell** the person what they should do or force them into a course of action that you think is right.

**Supporting someone who is experiencing gendered violence can be difficult and upsetting. Make sure that you can access support such as the Employee Assistance Program at your union so that you don't have to deal with the situation alone.**