



Family and Domestic Violence Victim Support Policy (Students)

1. Purpose

King's Own Institute (KOI) is committed to promoting the health and safety of all students. KOI recognises that a student may be amongst those affected by domestic violence and that the impact of domestic violence is not restricted to private life but can extend to the study environment.

This Policy is intended to heighten awareness of domestic violence as an issue that may need to be addressed in the study environment, and outlines KOI's commitment to supporting students who are victims of domestic violence.

2. Scope

This policy applies to all students.

3. Related Policy Documents

The following documents relate to this policy:

- Critical Incident Policy
- Health Safety and Wellbeing Policy
- Support for Students Policy
- Work Health and Safety Policy
- Prevention and Resolution of Bullying, Discrimination and Harassment Policy
- Prevention and Resolution of Sexual Assault and Sexual Harassment Policy

The following legislation informs this policy:

- Family Law Act 1975(Cth)
- Crimes (Domestic and Personal Violence) Act 2007 (NSW)

4. Definition

Family and domestic violence Violent, threatening or other abusive behaviour by a student's family member that:

- seeks to coerce or control the student
- causes the student harm or fear

Family member includes:

- a student's spouse, former spouse, de facto partner, former de facto partner, child, parent, grandparent, grandchild, sibling
- a student's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling
- a person related to the student according to Aboriginal or Torres Strait Islander kinship rules

5. Policy

5.1. Commitments to students

KOI seeks to create a supportive learning environment in which students feel comfortable and secure in coming to study and requesting the support and flexibility they need to manage legal, medical, domestic or other matters related to domestic violence.



Students who are experiencing domestic and family violence will be supported by KOI to maintain study while dealing with their circumstances.

To meet these commitments, KOI will take the following steps:

- provide reasonable support for victims of domestic violence, including:
 - appropriate safety and security measures onsite
 - flexible study arrangements
 - leave of absence to manage legal, medical, domestic or other matters related to domestic violence
 - referral to counselling support
- protect the student from discrimination because of their disclosure or experience of domestic violence, and ensure that they are not disadvantaged for being subjected to family and domestic violence
- provide training to key KOI personnel on managing family and domestic violence
- have due regard for each person's right to privacy and confidentiality when disclosing domestic violence. Students who commit acts of violence will be subject to KOI's disciplinary procedures for such behaviours.

5.2. Contacts for Support

Requests for support to address needs arising from domestic violence should be made as follows:

- by students to a KOI staff member
- by students directly to the Police if the threat is considered real and imminent.

The Associate Vice President - Student Affairs must be informed of all reports of domestic violence as soon as a KOI staff member becomes aware of such incidents, and the Associate Vice President - Student Affairs will immediately inform the CEO and President, and the Vice President - Operations, while respecting the victim's right to confidentiality.

5.3. Safety

Domestic violence impacts negatively on a victim's sense of safety, self-esteem and confidence and can have severe health consequences. Domestic violence is of concern at KOI as it can adversely affect productivity, attendance, the quality of relationships and the health and wellbeing of the student.

When a disclosure concerning domestic violence is made, KOI will work with the student raising the concern to put in place strategies to ensure their safety while at study. The student concerned should agree to any personal safety measures adopted.

When a student becomes violent at any of KOI campuses, KOI will:

- contact the Police
- document any incidence of violence as soon as possible and, within 24 hours, via an Accident/Incident Report Form; and
- refer any student(s) involved in or witnessing the violent incident to the Counselling team
- In the case where a reported domestic violence situation is occurring between two students, KOI will explore any reasonable changes to their study arrangements necessary to protect the safety of the KOI students involved, as well as other students and staff.

5.4. Variations in Study Arrangements

A student who is experiencing domestic violence can apply for flexible study arrangements or appropriate leave in order to obtain assistance, attend court, or make any necessary arrangements to create a safe situation.

When applying for break in studies or flexible study arrangements because of domestic violence, the student may be required to verify that they are a victim of domestic violence by providing one of the following:

- documents issued by Police Services (inclusive of a report filed with Police)



- documents issued by a court
- family violence support service documents
- a statutory declaration

Where, due to an emergency, it is not possible to provide advance notice of the intention to take leave, the student should notify KOI of their circumstances and anticipated length of absence as soon as reasonably practicable.

5.5. Confidentiality

All information pertaining to a student's personal circumstances in terms of domestic violence will be kept confidential.

Other students and employees may need to be informed of domestic violence circumstances on a "need to know basis" only. The need to notify others must be discussed with the student first and notification should only occur if the student consents.

It may not be possible to maintain strict confidentiality in circumstances where:

- there is a need to act to protect the safety of students, employees or others onsite
- there are concerns about children or vulnerable adults
- action is being taken to enforce a court protection order.

5.6. Referral

A student who discloses that they are experiencing, or participating in, domestic violence will be referred to KOI's Counselling team for support and assistance.

5.7. Record Keeping

All relevant records must be kept in KOI's records management system, in accordance with the Documents and Records Control Policy.

Document control

Policy title	Family and Domestic Violence (Students)
Policy owner	Associate Vice President - Student Affairs
Policy version date	09 February 2024
Policy approver	Council
Date of approval	Academic Board 9 February 2024, Audit & Risk Committee 16 February 2024, Council 1 March 2024
Date of implementation	1 March 2024
Date of next review	1 March 2027
Changes in this version	New policy

KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.

*****END OF POLICY*****