



# **University College**

## Whole-of-Organisation Prevention and Response Plan

*National Higher Education Code to Prevent and Respond to Gender-Based Violence*

# 1. Introduction

University College is a residential college affiliated with the University of Melbourne. Founded in 1937 as a women's college, it has since grown into a co-educational community known for its friendly, relaxed, and supportive environment.

The College is home to 350 residents, primarily first- and second-year students, with a small number of third-year students remaining each year. While most residents study at the University of Melbourne, our College also welcomes a small number of students from RMIT, Monash Pharmacy, and ACU.

The College employs approximately 40 full-time staff across IT, marketing, student services, finance, maintenance, guest services, and food services. The College also employs casual staff for academic tutoring and mentoring, and for after-hours support services. This staffing model ensures residents receive strong academic assistance, holistic wellbeing support, and an engaging residential experience.

Governance of the College is overseen by the College Council, which holds responsibility for strategic direction, policy oversight, risk, compliance, and financial stewardship. Day-to-day operations are led by the Head of College and the Executive Leadership Team (ELT), who work closely with Council to ensure long-term stability and success of the College.

This Whole-of-Organisation Prevention and Response Plan outlines University College's commitments in meeting the requirements of the *National Code to Prevent and Respond to Gender-Based Violence in Higher Education* (National Code). It establishes a coordinated framework to prevent gender-based violence, support those affected, and ensure effective, accountable responses across the whole organisation.

This Plan has been informed by a Whole-of-Organisation assessment of the enablers, systemic risks and barriers to preventing gender-based violence in University College. This assessment is provided at Attachment A.

This Plan is structured into six key relevant focus areas that align with the National Code.

## 2. Accountable leadership and governance

### Mandatory requirements

National Code Standard summary	Key actions	Evidence of compliance
<p><b>7.2</b> A Provider must require a student accommodation provider to prepare, implement and publish on its website a Whole-of-Organisation Prevention and Response Plan.</p>	<ul style="list-style-type: none"><li>University College has prepared a Whole-of-Organisation Prevention and Response Plan informed by a Whole-of-Organisation Assessment. The College will publish its Prevention and Response Plan on its website and begin implementation of the plan from 1 January 2026.</li></ul>	<ul style="list-style-type: none"><li>The Whole-of-Organisation Prevention and Response Plan and its accompanying Whole-of-Organisation Assessment will be publicly available on the University College website from 1 January 2026. <a href="https://www.unicol.unimelb.edu.au/about-us/uc-policies-and-procedures">https://www.unicol.unimelb.edu.au/about-us/uc-policies-and-procedures</a></li><li>The College engaged stakeholders including staff and members of the 2026 Student Club Executive in development of this document.</li><li>Parent and Student feedback survey results and Staff Engagement Survey results were also considered in development of this plan.</li><li>The Executive Leadership Team and College Council will undergo an annual review of the Prevention and Response Plan to ensure that all Key Actions are implemented and there is consistent application and adherence to expectations of The National Code.</li></ul>
<p><b>7.3</b> A Provider must require a student accommodation provider to monitor and measure the impact of the Prevention and Response Plan on an ongoing basis and update the Prevention and Response Plan at least every four years.</p>	<ul style="list-style-type: none"><li>University College will conduct a biannual survey and biannual focus group to gain feedback from key stakeholders.</li></ul>	<ul style="list-style-type: none"><li>The quarterly Heads of College Report will have a dedicated gender-based violence and gender equality report, to keep record of gender-based initiatives undertaken throughout the year.</li></ul>

National Code Standard summary	Key actions	Evidence of compliance
	<ul style="list-style-type: none"> <li>• Survey and focus group data will be used each year to review the Prevention and Response Plan and assess its impact.</li> <li>• At least every four years, the College will undertake a broader update of the Plan, drawing on survey and focus group insights along with additional data sources.</li> </ul>	<ul style="list-style-type: none"> <li>• The annual semester-two edition of <i>Frappe Fort</i> (the College magazine) will summarise the year's gender-based violence initiatives and any evaluation data for all College stakeholders.</li> <li>• Findings from the biannual stakeholder survey and focus groups will be recorded and presented to the College Council annually.</li> <li>• The College will review the Prevention and Response Plan in November 2026</li> </ul>

## Additional actions from whole-of-organisation assessment

- A compulsory all staff training on Gender Based Violence will be delivered by Our Watch in 2026, and key staff including the Constant Youth Support Worker team will receive training delivered by CASA in Responding to Disclosures of Sexual Assault.
- Student Leaders (Including Student Executive and Orientation and Welcome Week Leaders) will receive training in gender-based violence during N Week (leadership training week), to be delivered by Our Watch. Embedding this yearly training will help to instil shared interest and commitment among student leaders regarding gender-based violence.
- Returning residents will undergo an orientation session in 2026 with key training in gender-based violence delivered by Consent Labs
- The College will develop Alcohol Guidelines to be incorporated into the 2026 UC Code of Conduct
- University College will introduce a biannual resident survey and biannual focus group to systematically capture insights on the Prevention and Response Plan, gender-based violence awareness, support services, policy, and related community trends in wellbeing and culture at the College.
- University College will develop an Admissions Management Plan aimed at increasing the proportion of University of Melbourne residents by 2028, in line with our MoU obligations. This commitment reflects our ongoing efforts to strengthen alignment with the university, streamline communication pathways, and ensure clearer, more consistent access to supports for all residents.
- The College will establish a pre-arrival training framework by 2028. This will include UC-specific expectations and training, and will involve collaboration with intercollegiate partners and the University to ensure alignment, avoid content duplication, and deliver consistent expectations across the student cohort.
- Develop a Council Code of Conduct to align with current College policy frameworks
- University College will create a register of gender equality initiatives to capture educational programs and opportunities provided to staff and students throughout the year
- Council Members to undergo training to enhance their understanding of the National Code and contemporary drivers of gender-based violence
- The quarterly Heads of College Report will have a dedicated gender-based violence and gender equality section, to advise Council and keep record of gender-based initiatives undertaken throughout the year

### 3.Safe environments and systems

#### Mandatory requirements

National Code Standard summary	Key actions	Evidence of compliance
<p><b>7.4a</b> A Provider must require a student accommodation provider to:</p> <ul style="list-style-type: none"> <li>require its staff to declare any previous investigations or substantiated allegations of gender-based violence in similar roles</li> <li>consider any declaration and associated risks in employment/engagement decision-making</li> <li>consider any substantiated allegations found during a person's employment with the college in promotion/recognition processes</li> <li>require staff to declare any existing or previous intimate personal relationship with a resident and manage and monitor any associated risks.</li> </ul>	<ul style="list-style-type: none"> <li>All current and prospective College employees will be required to complete a Declaration of any previous investigations or substantiated allegations of gender-based violence. This extends to full time, part time, casual, and contracted employees.</li> <li>All current and prospective College employees will be required to complete a Declaration of any existing or previous intimate personal relationship with a resident. This extends to full time, part time, casual, and contracted employees.</li> <li>Completion of a Declaration will also be a requirement for third party provider Constant, who will be providing after-hours student support.</li> </ul>	<ul style="list-style-type: none"> <li>All declarations from current and prospective College employees will be stored confidentially</li> <li>A Register confirming employee compliance with the Declaration will be kept and reviewed annually to ensure compliance for all staff members</li> <li>In response to any disclosures, the Executive Leadership Team will complete a risk assessment to ensure appropriate protective actions are taken. Legal advice from the law firm Piper Alderman will be sought if needed to implement any employment-related requirements.</li> </ul>

National Code Standard summary	Key actions	Evidence of compliance
<p><b>7.4b</b> A Provider must require a student accommodation provider to:</p> <ul style="list-style-type: none"> <li>prohibit the use of a Non-disclosure Agreement, unless requested by the Discloser</li> <li>if requested, ensure it does not stop the Discloser from sharing information as part of seeking support</li> <li>ensure any settlement agreements do not contain a non-disparagement clause.</li> </ul>	<ul style="list-style-type: none"> <li>University College will add a statement prohibiting the use of a non-disclosure agreement unless requested by the discloser to the student Terms of Agreement beginning in 2027. As 2026 contracts have already been signed for new and returning residents, as an intermediate step the College will include a statement regarding NDAs in the Student Handbook and Code of Conduct for 2026.</li> <li>University College will update the Staff Code of Conduct and Privacy Policy to reflect prohibition of a non-disclosure agreement unless requested by the discloser and ensure staff are aware of their own rights and how to support student disclosures.</li> </ul>	<ul style="list-style-type: none"> <li>The Staff Code of Conduct and Privacy Policy will be updated to reflect a statement on Non-Disclosure Agreements in 2026, and will be available for view on the University College Website: <a href="#">UC Policies and Procedures   University College</a></li> <li>Staff will be advised in 2026 of their rights and responsibilities in relation to NDAs and non-disparagement agreements.</li> <li>The Student Handbook and Student Code of Conduct with inclusion of Non-Disclosure Agreement information is available on the University College website in 2026. <a href="#">UC Policies and Procedures   University College</a></li> </ul>

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National Code Standard summary	Key actions	Evidence of compliance
<p><b>7.4c</b> A Provider must require a student accommodation provider to:</p> <ul style="list-style-type: none"> <li>adopt the Provider's policies and procedures on preventing and responding to Gender-based Violence OR have and implement their own that meet National Code requirements</li> <li>develop and review the policy at least every three years in consultation with relevant stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>In 2026, University College and the other University of Melbourne Colleges will adopt the SAFE Policy, currently being updated by Moores Legal following extensive consultation with students and stakeholders. This policy will explicitly address gender-based violence and is heavily influenced by the data and feedback collected during the consultation process.</li> </ul>	<ul style="list-style-type: none"> <li>The SAFE Policy will be available on the University College website in 2026. <a href="#">UC Policies and Procedures   University College</a></li> <li>Staff and student representatives from the College participated in extensive consultation, alongside other University of Melbourne colleges, in developing the SAFE Policy. This policy directly reflects the data and feedback collected by staff and students as well as providing direct information regarding gender-based violence.</li> <li>The SAFE Policy will be reviewed at minimum every three years in partnership with the University of Melbourne Heads of Colleges</li> </ul>

## Additional actions from whole-of-organisation assessment

- In 2026 University College will be replacing its Sexual Harassment and Sex Based Harassment Policy with the intercollegiate SAFE Policy, developed collaboratively with Moore's Legal and other University of Melbourne Colleges. This policy will address gender-based violence and its drivers directly, while providing a clear, easy to understand outline of the supports and processes in place for residents.
- RespectX will become the primary confidential platform for the documentation and case management of student disclosures and informal and formal reports.
- The College will review its organisational structure and HR support for staff
- The College will implement formalised 'Alcohol Guidelines' in 2026 as a part of the Student Code of Conduct to clearly outline the college's expectations around alcohol consumption.
- The College will implement formalised Social Media Guidelines in 2026 as part of the Student Code of Conduct
- Information and expectations related to hazing will be added to the student Code of Conduct in 2026
- In cases where urgent policy approval is required, the Executive Leadership Team will inform the Council, who can approve through Circular Resolution.
- University College will improve its CCTV resources in key common areas (not in student rooms or corridors). This is not for active surveillance, but for ensuring visibility in the event of investigation or formal report requirements. This will be phased in across 2026-2027.
- In 2026 University College will be moving to a fully active After-Hours Support Model, ensuring consistent Youth Support Worker presence and availability from the hours of 6pm-8am weekdays, and 24/7 on weekends to assist in safety, wellbeing, and community management. University College will engage Constant Security Services in 2026 to provide this support. (Please note that while 'Security' is in the name of the organisation, the specific student accommodation-based program is tailored to provide a student centric and supportive approach to support, not surveillance).
- Revision and development of new after-hours escalation and response framework for after-hours staff, to be completed in 2026 and utilised by Constant Youth Support Worker team.

- Notwithstanding our efforts to accommodate individual student needs, at times these needs are not disclosed until students are in residence. We will actively review our admissions and interview process to ensure there are multiple points for students to disclose personal needs.
- Establish a multi-platform approach to messaging students about upcoming events at the College. As a key mechanism, it is essential to engage Student Leadership as a part of this process to provide messaging on student-only social media and messaging platforms
- Student Leadership will work closely with the College to develop incentive-driven opportunities for engagement. Students have identified this as an area for improvement to strengthen community pride, foster connection across year levels, and create more opportunities for respectful interaction and social engagement between genders.
- Multi-platform information and awareness campaign to be developed as part of first semester orientation sessions for new and returning students in 2026
- The College will review existing HR policies and procedures and incorporate applicant and employee declarations of past investigations for gender-based violence allegations or determinations of gender-based violence conduct. Guidance will be provided to staff explaining the purpose, confidentiality, and assessment process for such declarations, and ensure that all declarations are stored securely.
- The College will clearly outline expected conduct and behaviours in position descriptions, employment contracts and performance agreement plans, explicitly stating that gender-based violence is unacceptable

## 4. Knowledge and capability

### Mandatory requirements

7.5	National Code Standard	Key actions	Evidence of compliance
	<p>A Provider must require a student accommodation provider to:</p> <ul style="list-style-type: none"> <li>• require residents and staff to complete prevention education and training and responding to disclosures training that:               <ul style="list-style-type: none"> <li>○ meets requirements of Standard 3</li> <li>○ is tailored to the student accommodation environment</li> <li>○ is delivered or approved by the provider</li> </ul> </li> <li>• promote evidence-based prevention messaging tailored to the student accommodation environment</li> <li>• evaluate any initiatives and use findings to inform future activities.</li> </ul>	<ul style="list-style-type: none"> <li>• University College will require all residents and staff to complete prevention education and training tailored to the College community.</li> <li>• Education and Training will be provided by the College through expert third party providers. Key third party providers who provide specialist expertise include:               <ul style="list-style-type: none"> <li>○ Our Watch</li> <li>○ CASA</li> <li>○ Consent Labs</li> </ul> </li> <li>• Where possible the College will also collaborate with University of Melbourne facilitators (i.e. UMSU) to provide delivery of relevant programming</li> </ul>	<ul style="list-style-type: none"> <li>• 2026 staff training will include:               <ul style="list-style-type: none"> <li>○ <b>CASA</b> 'Responding to Disclosures' training in February 2026.</li> <li>○ <b>Our Watch</b> 'Gender-Based Violence' training to provide foundational education and highlight the drivers of gender-based violence</li> <li>○ <b>Avyon Consulting</b> 'Trauma Informed Care' training in April 2026</li> </ul> </li> <li>• 2026 Student Training will include:               <ul style="list-style-type: none"> <li>○ <b>Consent Labs</b> 'Responding to Disclosures' training to all Student Executive Leaders and Orientation and Welcome Week Leaders in February 2026.</li> <li>○ <b>Our Watch</b> 'Gender-Based Violence' training to all Student Executive Leaders and Orientation and Welcome Week Leaders in February 2026 to provide foundational education and highlight the drivers of gender-based violence</li> <li>○ <b>Consent Labs</b> will deliver Orientation Week Training to all new and returning College residents</li> </ul> </li> <li>• Evaluation of all delivered training programs will include a post-training survey for data collection. In the event this is not</li> </ul>

facilitated by the third-party provider, the College will distribute a survey to all training participants.

- The College will be using the Our Watch 'Change the Story' framework to communicate gender-based violence information to all College residents and staff

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**7.6** A Provider must require a student accommodation provider to ensure risk assessments are only undertaken by people with expertise prescribed in Standard 3, and when internal capability is not sufficient, engage a person with the requisite expertise.

- University College has engaged with Equality Partners and Code Black Psychology who will provide expertise in helping the College ensure alignment with The National Code.
- Code Black Psychology will assist with information related to:
  - Preparing a Whole-of-Organisation Prevention and Response Plan
  - Metrics and approaches required to monitor and evaluate the impact of this Plan
  - Specific training requirements to comply with the Code

- Code Black Psychology to provide information and training related to Risk Assessments
  - Key University College Staff will undergo ongoing professional development to ensure capability to undergo risk assessments where required
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- Risk Assessment in response to disclosures
    - Thresholds for information sharing with universities.
  - The College is currently undergoing consultation with other University of Melbourne Colleges regarding a shared independent resource that can conduct investigations and has requisite expertise
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- Student Leaders (Including Student Executive and Orientation and Welcome Week Leaders) will receive training in Gender Based Violence during N Week (Leadership training week), to be delivered by Our Watch. Embedding this yearly training will help to instil shared interest and commitment regarding gender-based violence.
- Returning residents in 2026 will undergo key training in gender-based violence delivered by Consent Labs
- The College will develop Alcohol Guidelines to be incorporated into the 2026 UC Code of Conduct
- University College will introduce a biannual resident survey and focus group opportunity to systematically capture insights on the Prevention and Response Plan, gender-based violence awareness, support services, policy, and related community trends in wellbeing and culture at the College.
- University College will develop an Admissions Management Plan aimed at increasing the proportion of University of Melbourne residents by 2028, in line with our MoU obligations. This commitment reflects our ongoing efforts to strengthen alignment with the university, streamline communication pathways, and ensure clearer, more consistent access to supports for all residents.
- The College will establish a pre-arrival training framework by 2028. This will include UC-specific expectations and training and will involve collaboration with intercollegiate partners and the University to ensure alignment, avoid content duplication, and deliver consistent expectations across the student cohort.
- In 2026 University College will be replacing its Sexual Harassment and Sex Based Harassment Policy with the intercollegiate SAFE Policy, developed collaboratively with Moore's Legal and other University of Melbourne Colleges. This policy will address gender-based violence and its drivers directly, while providing a clear, easy to understand outline of the supports and processes in place for residents.
- In 2026 University College will be adopting RespectX, an anonymous reporting platform that provides an alternative method of disclosure for students. This aims to build confidence and trust with a consistent, fair, and transparent response to both formal and informal complaints, and will aim to increase reporting of any perceived or experienced harmful behaviours that occur at the College.
- The College will review its organisational structure and HR supports for staff

## 5. Safety and support

### Mandatory requirements

	National Code Standard	Key actions	Evidence of compliance
<b>7.7a-c</b>	<p>A provider must require a student accommodation provider to:</p> <ul style="list-style-type: none"> <li>ensure its responses, practices and support services are safe, person centred and trauma informed</li> <li>provide or facilitate access to support services to disclosers and respondents</li> <li>promote and disseminate information on how residents and staff can access policies, procedures and support services.</li> </ul>	<ul style="list-style-type: none"> <li>The College will engage Kim Copeland for a 2026 all staff training on trauma informed support</li> <li>Develop clear information resources for all staff and students</li> </ul>	<ul style="list-style-type: none"> <li>The College will keep a Register of all training completed by College staff and residents, including those on trauma informed care</li> <li>Dean of Students and Dean of Studies have undertaken trauma informed professional development training through Avyon Consulting</li> <li>Student Wellbeing Coordinator has undertaken Trauma Sensitive Practice through Blue Knot Foundation</li> <li>All student services and wellbeing staff of the College either have completed, or will complete in February 2026, training with CASA on 'Responding to Disclosures of Sexual Assault'</li> <li>Expert third party providers will always be engaged for the facilitation of professional development and staff workshops</li> <li>The College will continue to participate in Community of Practice with University of Melbourne Colleges and the University</li> </ul>
<b>7.7d</b>	<p>A provider must require a student accommodation provider to undertake a risk</p>	<ul style="list-style-type: none"> <li>University College is partnering with Code</li> </ul>	<ul style="list-style-type: none"> <li>Case management, including response to disclosures and initial risk assessment, will</li> </ul>

National Code Standard	Key actions	Evidence of compliance
assessment following every disclosure and formal report.	Black Psychology to develop a risk assessment framework which will be utilized following every disclosure.	be documented through the RespectX platform.
<p><b>7.7ei</b> Where a disclosure relates to behaviour occurring in residence or at an event organised by the residence, a provider must require a student accommodation provider to take all necessary action to manage risk, including relocation of the respondent where required and facilitating urgent access to support services.</p>	<ul style="list-style-type: none"> <li>• If the College determines through the risk assessment process that there is ongoing or significant risk to the community, relocation of the respondent will be actioned immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• If it is determined through the disclosure and/or investigative process that a respondent must be relocated to manage community risk, the College will take immediate action to relocate the respondent to alternative accommodation- this is a cost covered fully by the College. Depending on length of required accommodation, this will likely be a local hotel or apartment providing full amenities. Relocation would also entail clear expectations regarding the respondent's ability to access the College during the investigative process. The respondent will be assisted by the Dean of Students and Student Wellbeing Coordinator to access any necessary support services during this period of relocation. Clear documentation of any steps taken will be outlined as a part of the case management documentation in RespectX.</li> </ul>
<p><b>7.7eii</b> A provider must have arrangements in place with a student accommodation provider to enable a discloser to choose the provider to lead the response to a disclosure, and the student accommodation provider must cooperate fully and implement any outcomes decided by the provider.</p>	<ul style="list-style-type: none"> <li>• The College will provide all disclosers with clear information about their College and external options for choosing who can lead the response to their disclosure.</li> </ul>	<ul style="list-style-type: none"> <li>• The College has a Memorandum of Understanding with the University of Melbourne</li> </ul>

National Code Standard	Key actions	Evidence of compliance
	<ul style="list-style-type: none"> <li>The College will cooperate fully and implement any outcomes as determined by the University.</li> </ul>	
<p><b>7.eiii</b> A provider must have arrangements in place with a student accommodation provider to enable a discloser to choose the student accommodation provider to lead the response to the disclosure, and the student accommodation provider must:</p> <ul style="list-style-type: none"> <li>undertake a risk assessment within 48 hours and from this determine necessary safety measures (including relocation of the respondent) and immediately implement them</li> <li>manage and monitor risk</li> <li>share necessary information with the provider to protect safety of others</li> <li>implement support plans for both disclosers and respondents that meet requirements of Standard 4 within 48 hours.</li> </ul>	<ul style="list-style-type: none"> <li>The College will undertake a risk assessment within 48 hours if a discloser elects for the College to lead the response</li> <li>As a part of the risk assessment process, the College will determine if relocation of the respondent is necessary to protect the discloser and/or the community. If yes, the College will take immediate action to relocate the respondent.</li> </ul>	<ul style="list-style-type: none"> <li>The Dean of Students and Student Wellbeing Coordinator will share responsibility for ensuring that risk assessments are completed within the 48-hour timeframe, either by internal expert or external expert provider.</li> <li>The Dean of Students and Executive Leadership Team will determine level of individual and community risk as per the College's established risk management protocols</li> <li>The College has a Memorandum of Understanding with The University of Melbourne, and as per the National Code will provide all required information to the university</li> </ul>

## Additional actions from whole-of-organisation assessment

- In 2026 University College will be adopting RespectX, an anonymous reporting platform that provides an alternative method of disclosure for students who experience any form of discrimination, bullying, sexual harassment, or behaviour that creates an unsafe environment. This aims to build confidence and trust with a consistent, fair, and transparent response to both formal and informal complaints, and will aim to increase reporting of any perceived or experienced harmful behaviours that occur at the College.
- Revision and development of new after-hours escalation and response framework for after-hours staff, to be completed in 2026 and utilised by Constant Youth Support Worker team.
- University College will engage Constant Security Services in 2026 to provide specialised Youth Support Workers after hours to support in safety, support, and community management from 6pm-8am daily and 24/7 on weekends. (Please note that while 'Security' is in the name of the organisation, the specific student accommodation-based program is tailored to provide a student centric and supportive approach to support, not surveillance).

## 6. Data, evidence and impact

### Mandatory requirements

National Code Standard summary	Key actions	Evidence of compliance
<b>7.8</b> A provider must require a student accommodation provider to collect and report data prescribed by Standard 6, where applicable.	<ul style="list-style-type: none"><li>University College will be utilising RespectX from 2026 for collection of data and case management for all disclosures and reports made to the College</li></ul>	<ul style="list-style-type: none"><li>Respect X allows for instant collection of data as required and will be shared with the University as required and requested as per The National Code.</li></ul>

## Additional actions from whole-of-organisation assessment

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- University College will introduce a biannual resident survey and focus group opportunity to systematically capture insights on gender-based violence awareness, support services, policy, and related community trends in wellbeing and culture at the College.
- Annual distribution of key data and feedback from parent and student surveys will be distributed via the Executive Leadership Team to relevant managers, who will then share with staff teams as appropriate.
- In 2026 University College will be moving to a fully active After-Hours Support Model, ensuring consistent Youth Support Worker presence and availability from the hours of 6pm-8am weekdays, and 24/7 on weekends to assist in safety, wellbeing, and community management.
- Revision and development of new after-hours escalation and response framework for after-hours staff, to be completed in 2026 and utilised by Constant Youth Support Worker team.