



# Help for staff member receiving a student disclosure of an unwanted sexual incident

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

- Please offer to refer the student to a trained person (see options below) if at all possible.
- If they do not wish to be referred:
  - Please keep the disclosure confidential, unless you have the student's permission to share the information: for exceptions see note below: Mandatory reporting
  - For summary points from the online disclosure course please see note A
  - If the disclosure is made against a member of staff or fellow student, please see note B
  - If you need help after a disclosure please see note C

## RCSI Support

### CoMPPAS Support

Student welfare officer

Tel: +353 1 402 8537 (office hours)

Email: [swo@rcsi.ie](mailto:swo@rcsi.ie)

### Counselling

Phone queries & Appointments:

Tel: + 353 1 283 9366 (office hours)

Email: [cpmlmerrion@gmail.com](mailto:cpmlmerrion@gmail.com)

### Mercer Medical Centre

+ 353 1 – 402 2300

[gpreception@rcsi.ie](mailto:gpreception@rcsi.ie)

### Student Assistance Programme

24 hours / 365 days

Freephone: 1800 995 955

Email: [eap@vhics.ie](mailto:eap@vhics.ie)

### RCSI Emergency Response Number

+ 353 1 4022219

This number can be used to notify RCSI of your situation & they will be able to direct you to available support services.

### Emergency Response (External to RCSI)

If a student is experiencing serious distress or is involved in a serious incident and needs support (immediate or out of hours), your safest first action is to seek medical assistance or assistance from the emergency services by calling 999 (ambulance &/or Police)

## External Support

### Dublin Rape Crisis Centre

Free National 24-hr Helpline: 1800 77 8888

Confidential listening and support for individuals, of all genders, who have been raped, sexually assaulted, sexually harassed or sexually abused at any time in their lives.

<http://www.drcc.ie/get-help-and-information/>

### Sexual Assault Treatment Units (SATU)

Sexual Assault Treatment Units (SATU) provide services for individuals, of all genders, who have experienced sexual crimes by addressing their immediate medical, psychological and emotional needs. This service can also perform a forensic examination if required.

A Rape Crisis Support Worker will be in attendance to offer information and emotional support. A student can also request to be accompanied by a support worker from the RCC.

See Appendix 1 for Full contact details for SATUs in Ireland

### Mandatory reporting

**Staff are obliged to contact:**

RCSI Child Protection Officer if:

- The student is under 18 years old
- The disclosure affects another person who is under 18 (for example, on-going childhood abuse in the home)

Or The Student Welfare Office if:

- The student is at risk of harming yourself or others

### **Note A**

#### **Summary points from on-line disclosure training course**

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| <ul style="list-style-type: none"><li>• An unwanted sexual incident can range from verbal assault to rape</li><li>• It can happen to anyone and there are no circumstances where it is excusable</li><li>• Anyone can perpetrate an unwanted sexual incident including a staff member, a fellow student, a friend or family member</li><li>• A student may tell in a variety of ways: it is important to listen and not judge</li></ul> | <ul style="list-style-type: none"><li>• <b>When approached by a student:</b><ul style="list-style-type: none"><li>○ Consider the surroundings</li><li>○ Listen</li><li>○ Convey belief</li><li>○ Recognise harm done</li><li>○ Be non-judgemental</li><li>○ Let the student retain control</li><li>○ Be clear about your boundaries</li><li>○ Provide information</li><li>○ Take notes: please see reporting process</li></ul></li></ul> |
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### **Note B:**

Having received support and advice, a student may decide to disclose the name of the accused and can receive guidance and support on how to submit a complaint. The Student Welfare Officers are available to clarify what is happening, help a student to consider their options and direct them to relevant support services. Information contained in the “**Sexual Misconduct: Support and Report**” policy will detail the options the student has to submit a complaint if the alleged perpetrator is a member of staff or fellow student.

### **Note C**

#### **HR Support**

Any of the HR Partners

Máire Ryan (01) 402 2505 or [maireryanhr@rcsi.com](mailto:maireryanhr@rcsi.com)  
Mark O’Dea (01) 402 2754 or [markodea@rcsi.com](mailto:markodea@rcsi.com)  
Rachel Hipwell (01) 402 2522 or [rachelhipwell@rcsi.com](mailto:rachelhipwell@rcsi.com)

#### **Employee Assistance Programme (EAP):**

Should you be affected by receiving a disclosure RCSI offers a confidential counselling and information service for all staff (an Employee Assistance Programme), which is provided by VHI Corporate Solutions.

Through the EAP service, free professional counselling and information services are available to you and your family. You will be able to talk to a counsellor on the phone 24 hours a day, 365 days a year. You can also see a counsellor locally for face-to-face counselling.

Please be assured that any contact you have with the EAP service is strictly confidential.

**To contact the VHI EAP service, please**

**contact: By Phone:** Freephone 1800 995 955

### **Note D**

#### **Record keeping**

It may be a good idea to keep a record in the event of a student taking things further and there is a need to trace when the disclosure was initially made. In order to protect the student’s anonymity, brief notes containing details such as when and where the incident happened and what referral pathway you have recommended if any – set against the student’s initials will suffice. Please password protect this document and store this information securely.