Follow up and management
Threatening behaviour is unacceptable and requires follow up and a
decision made as to what further action should be taken.

Students
General misconduct is reported in the first instance to the associate
dean (teaching) who may fine or suspend the student or refer the
matter to the Faculty Manager if further investigation or harsher penalty
is required.

Staff
Academic staff misconduct is investigated by a supervisor and if
warranted is reported to the Dean who may notify the Vice Chancellor.

General staff misconduct is investigated by the Head of Department
and referred to the Deputy Vice Chancellor (Resources) if disciplinary
action is required.

Privacy and confidentiality
Monash University policy supports disclosure of confidential information
to lessen or prevent a serious or imminent threat to an individual’s life,
health, safety or welfare or a serious threat to public health, public
safety or public welfare. The Deputy University Solicitor should be
consulted regarding legal advice.

Deputy University Solicitor 9905 5125
Privacy Officer 9905 6011

Responsibilities and resources
Security emergency 333
Security will
• respond to incidents and/or calls for assistance from staff,
students or visitors
• de-escalate and contain incidents
• if required, call police, ambulance or other appropriate service
and facilitate their attendance
• where appropriate arrange preventative strategies
• consult and assist in implementing safety plans
• investigate, collate and prepare evidence for action under university
statutes and policies
For particular advice call investigations supervisor on 9905 3134

University counselling services
Berwick 9904 7019 Caulfield 9903 2500
Clayton 9905 3156 Gippsland 9902 6425
Parkville 9903 9689 Peninsula 9904 4223
Counselling services will
• provide private and confidential counselling to students and staff
• make referrals to the appropriate service such as a psychiatrist or
forensic services
• offer ‘debriefing’ to all parties when requested
• consult and assist in implementing safety plans
www.adm.monash.edu.au/community-services/

OHSE Central helpline 9905 1016
OHSE will
• provide advice and assist staff with utilising the Procedures for
Managing Incidents of Bullying and Occupational Violence in the
Workplace
• refer staff to the appropriate services
• follow up Hazard and Incident Reports for stress related issues
www.adm.monash.edu.au/ohse/

Equity and Diversity 9905 5704
Equity and Diversity will
• provide advice and assist with issues involving unlawful
discrimination and harassment
• provide advice and support for staff and students on disability
 related matters
www.adm.monash.edu.au/sss/equity-diversity/

This is an interim brochure and represents one stage in an ongoing effort by
Monash University to produce the best support and advice possible. Further
information including working with safety plans and responding to other forms of
threatening or inappropriate behaviour is dealt with more fully in ‘Guidelines for
Managing Threatening or Inappropriate Behaviour’.

Consulted to by Professor J. Ogloff, Clinical and Forensic Psychology MMC and
Ms Lisa Warren, Clinical and Forensic Psychologist, Faculty of Medicine, Nursing
and Health Science.
Responding to threatening or inappropriate behaviour

Monash University is committed to providing a safe environment for students to reach their academic, social and personal potential and for staff to work in a satisfying and supportive environment.

This brochure is designed to assist in identifying and responding to threatening and inappropriate behaviour in a safe, fair, humane and legal way. Some of the Monash University resources, useful in such situations are also outlined.

Threatening or inappropriate behaviours include:

- threats to kill or harm
- physical violence
- property damage
- stalking (repeated, unwanted contacting)
- bullying
- sexual harassment
- direct or indirect discrimination
- threats to self harm or self-harming behaviour
- behaviour that implies danger (eg. shouting)
- other behaviours that are frightening

De-escalation is a skill that needs to be learnt. When in doubt err on the side of caution and ask the person to leave.

De-escalate: speak calmly and empathically. State what you can do and do not promise what is not going to be possible. Maintain clear personal boundaries.

Person leaves

Person does not leave, call Security on ext 333

Record incident and inform appropriate staff and departments

As soon as is possible decide on follow-up to incident. You may wish to consult with the Security Investigations Supervisor. Follow up may include one or both of the following options

Refer threatener to University Counselling Service for assessment or referral.

Consider disciplinary action (Faculty/Division)
Utilise OHSE, Equity and Diversity policies
Discuss with Deputy University Solicitor
Discuss protocol for further incidents with all relevant staff and departments and develop a plan to be used in future incidents. A Safety Plan meeting may be appropriate.