

**JCU Respect
Student Facilitator
Handbook
SP2, 2019**



MISSION STATEMENT

The mission of the JCU Respect Student Facilitator Program is to encourage, enable and empower the student community to prevent, address and respond to sexual harassment and assault, thus fostering a welcoming, inclusive, supportive, and cohesive university culture.

BACKGROUND

The JCU Respect Student Facilitator Program began in 2019.

JCU is committed to the elimination of sexual harassment and sexual assault. As an institution committed to education and research, we have a special responsibility to critically reflect, and create the change that is required, in order that men and women enjoy equal respect free from sexual violence in all its forms.

JCU Respect Student Facilitators are an integral component of JCU's commitment to creating change.

The program reflects key learnings from other successful peer-learning communities, including JCU's Student Mentor Program.

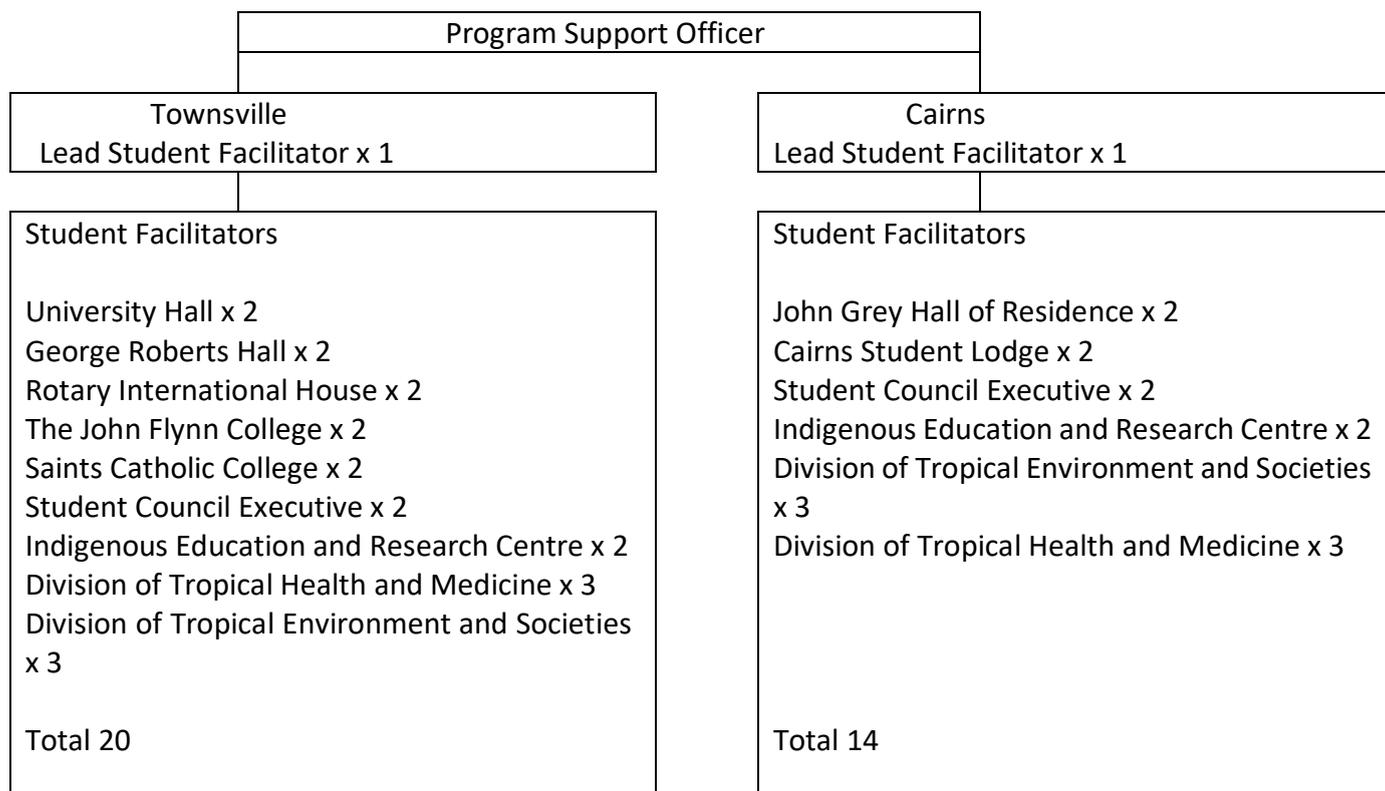
JCU Respect Student Facilitator Program

JCU Respect Student Facilitators are students who are trained in, and passionate, about facilitating conversations for change. Facilitators are involved in the delivery of training to other students, provide specialist support to student clubs and societies, and directly create opportunities for formal and informal conversations.

Facilitators are trained by experts in the fields of violence prevention and social change, and agree to share their skills and experiences with other students, and the broader community. Facilitators model exemplary ethical standards in their online and face-to-face interactions with other people.

The JCU Respect Student Facilitator program is auspiced by the Office of the Vice Chancellor and President, and works closely with the Division of Student Life.

PROGRAM STRUCTURE



ROLE DESCRIPTIONS

Student Facilitator is a student volunteer who is trained to facilitate conversations (both formally and informally) with peers, and the University community, about preventing, and responding to, sexual harassment and sexual assault.

Lead Student Facilitator is a senior Student Facilitator who has been appointed to support the coordination of the Student Facilitators. Lead Facilitators provide support and advice to new Facilitators and take a visible role within the broader University Community throughout the year.

JCU Respect Program Support Officer supports the coordination of the JCU Respect Student Facilitator Program, including the recruitment and training of facilitators. The position works collaboratively with academic and support staff from across the University to ensure an institution-wide peer support service is embedded in student life.

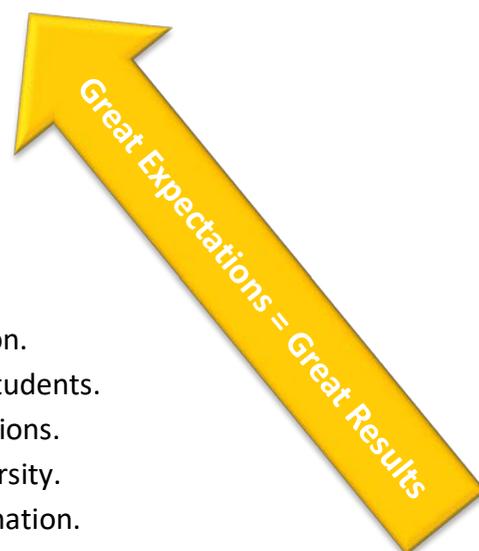
The Program Support Officer organises functions, training, recognition and evaluation activities, promotion and communication for the program, and liaises with academic and support staff. The Program Support Officer is the point of contact for Facilitators and Lead Facilitators and provides support and advice about challenges relating to the program.

PROGRAM CORE OBJECTIVES

- ✓ Supporting JCU's commitment to the elimination of sexual harassment and sexual assault.
- ✓ Creating opportunities for *conversations for change*; that is conversations which challenge gender inequality as the root cause of violence towards women.
- ✓ Develop fun, supportive cultures where students can flourish and where exploitative practices do not occur.
- ✓ Increase awareness of the impact of sexual violence, and promote nuanced understandings of how people are positioned differently within power relationships by virtue of their identity, ethnicity, sex, abilities, resources or age.
- ✓ Provide a supportive environment for all students, acting as a role model.
- ✓ Improve retention and wellbeing of students.
- ✓ Provide an early sense of belonging within the university culture.
- ✓ Counter feelings of isolation and/or anxiety, particularly for students in under-represented equity groups.
- ✓ Develop leadership and interpersonal competency skills in Facilitators.

FACILITATOR QUALITIES

- ✓ Listens well to others.
- ✓ Possesses a positive attitude.
- ✓ Is mature, responsible and trustworthy.
- ✓ Offers support, patience and enthusiasm.
- ✓ Recognises and encourages leadership in others.
- ✓ Applies social justice principles in all facets of facilitation.
- ✓ Displays a genuine interest in the wellbeing of fellow students.
- ✓ Exposes peers to new ideas, perspectives and expectations.
- ✓ Demonstrates tolerance, and an understanding of diversity.
- ✓ Serves as a role model by providing support and information.
- ✓ Demonstrates an ability to share knowledge, skills and experience.
- ✓ Sensitive to the needs of others while also prioritizing care of self.



TYPE OF FACILITATOR ACTIVITIES

- Delivers peer training with academic co-facilitators.
- Assists clubs, associations and teams to establish high expectations and standards, and to plan for safe and fun events.
- Creates informal opportunities for 'conversations for change'.
- Co-design activities with other Facilitators to create formal opportunities for 'conversations for change' – for example, hosting guest speakers, movie nights, discussion groups, awareness-raising.

BENEFITS OF BEING A FACILITATOR

The program helps develop and recognise important skills and qualities that are highly valued in the workforce and in the community:

- ✓ Develop a specialist skill set in sexual violence prevention and response.
- ✓ Attend training by experts in facilitation, presentation skills, mental health first aid, bystander interventions, responding to disclosures.
- ✓ Develop leadership, interpersonal, communication and cultural competency skills
- ✓ Develop enhanced organisation and time management skills
- ✓ Develop ability to cultivate ongoing, productive and collaborative networks
- ✓ Support the wellbeing of fellow students and the university
- ✓ Opportunities for part-time employment on campus in paid peer leader positions
- ✓ Formal recognition by JCU and the Vice-Chancellor, including at the annual Recognition Night.

WHAT FACILITATORS DON'T DO

- × **Don't act** as advocates for individual people affected by Sexual Violence.
- × **Don't provide counselling to students.** Facilitators listen to student concerns/challenges and supportively/respectfully provide the appropriate referrals. Students expressing wellbeing issues (physical or mental) should be referred to the Specialist Assault Support Services or Student Equity and Wellbeing service – even if you are studying a health or wellbeing degree at JCU. See <https://www.jcu.edu.au/safety-and-wellbeing> and jcu.edu.au/sew for resources and more information.
- × **Don't know the answer to everything** 😊 - the university is a large, complex, evolving institution, which is why we refer students to specific staff with expertise. Please seek advice from the JCU Respect Program Support Officer if you are unsure of a referral point.

SEXUAL VIOLENCE: A SENSITIVE TOPIC

Statistically, we know that many people in our society, and in our University community, have been subjected to sexual harassment and sexual assault. Many people have never disclosed their experiences to anyone.

Students who apply to become Student Facilitators who have personally been subjected to sexual violence, either historical or recent, need to consider the impact of participation before applying to be part of the program. Participation can be an empowering experience, but it can also raise challenges. There is support available for students with personal experiences to become Facilitators. The priority, as with all Facilitators, is to ensure safety and wellbeing and prioritise self-care.

PROCEDURES TO BECOME A FACILITATOR

1. In May, the JCU Respect Program Support Officer will assess facilitator recruitment requirements for the following year and commence recruitment activities via the JCU Respect Student Facilitator Application Form.
2. The Program Support Officer will vet applications, check references and notify candidates of their successful short listing or unsuitability for program.
3. Short-listed applicants will undertake a short informal interview to discuss the role and expectations and suitable candidates will be notified.

RECRUITMENT

The program runs in 18 month cycles. Student begin training in SP2, to be Facilitators for the following year. Ideally, Facilitators remain in the program over several years. There is one main recruitment drive at the end of SP1 each year. Students are encouraged to self-nominate for the role, and key staff are also asked to nominate students.

TESTIMONIALS FROM CURRENT FACILITATORS

Sexual assault and harassment prevention and victim support systems are some of the most vital structures that a community such as a university can have in place. The opportunity I had to participate and facilitate in JCU Respect training has been personally enlightening and educational. It forced me beyond my comfort zone to discuss real and relevant issues that impact us all. There cannot be a solution to an issue such as sexual assault and harassment without communication and the open and educational discussions initiated by this training has been a leap in the right direction for sexual assault and harassment prevention at JCU. It's been an absolute honour to have assisted in the JCU Respect training. - Jessica Pollard, Senior Residential Assistant at The John Flynn College

I became a JCU Respect student leader in 2018 to help contribute to and support my peers. Gender inequity and sexual violence are serious issues and are prevalent at university, particularly in a college setting. As a student leader, I was able to learn more about these areas and how to best address them in my day-to-day life. I was also able to help shape the training, highlighting areas that I believed would best convey messages to the other students. Although the subject matter was challenging, I found a sense of accomplishment in talking to and in some cases, changing the perspective of my peers. The JCU Respect program is invaluable for all students and I believe it will pioneer a decrease in discrimination and sexual violence into the future. - Luke McCarthy, Senior Residential Assistance, Saints Catholic College. 5th Year / Bachelor of Engineering (Hons) – Electrical & Electronic / Bach of Science – Physics.

The JCU Respect training is an extremely important program that will promote behavioural and attitude changes here at JCU through student education. I chose to be a peer facilitator in this program because I am an advocate for gender equity and want to see an end to sexual harassment on campus. As a senior leader at my college I felt that I had a voice to promote change within our community, and hope I have inspired other students to do the same. - Grace Matheson, Student, Bachelor of Medicine/Bachelor of Surgery, Senior Residential Assistant at The John Flynn College.

Being a student mentor for the JCU Respect Program has enabled me to help formulate the change that I always wanted to see in university culture. I felt rewarded by helping to create a safe, honest, transparent environment on campus that allowed students the opportunity to discuss stigmatised topics, further encouraged them to challenge their own thoughts and enabled them to listen to differing opinions from their peers. As a senior member of my respective college, I have always felt that awareness of an issue is the first step in eliminating it. Awareness of gender inequality and sexual misconduct is a step in the right direction for both a safer university campus and a safer society. I am beyond grateful to have been a part of this initial change and a part of the JCU Respect Program. - Lushimi Udayakumaran, MBBS Student and Residential Assistant at University Hall

It was extremely rewarding to assist in initiating change within my own college and others. I found that knowing all participants will leave the room with the same understanding about this topic satisfying. The educational sessions allowed me to grow as a leader and expand on my rapport with my own college, other college residents, other Student Facilitators and JCU staff. The educational sessions are designed in a way that really allows for participants to speak openly and freely about these topics as we don't do often enough. It was extremely humbling to know residents from my own college and others would approach me to chat about these topics too. This program has the capacity to create a real change within University culture that wouldn't be possible without passionate senior college leaders. Would recommended/10. – Daniel Favier, Student, Bachelor of Sport and Exercise Science, Senior Residential Assistant at George Roberts Hall.

TRAINING - 2019

Student Facilitators are required to attend compulsory training and planning days in SP2, 2019 in order to commence in the role of Student Facilitators in 2020.

Some of the training will have repeat sessions, and students can choose which session suits best (evening or weekend). Training will be video-conferenced between Cairns and Townsville. Some workshops and lectures will be delivered in both locations.

	<u>Commitment - 2019</u>
Welcome and Induction	2 hours
Mental Health First Aid (option of short/long course)	4 hours – 12 hours
Lecture – sexuality, porn culture, relationships	1 hour
Intervention Initiative	8 hours
NAAUC Workshop, masculinity in residences/blurred lines	2 hours
Planning Workshop 2020	<u>3 hours</u>
Total:	20 hours (or 27 hours)

ACTIVITIES - 2020

The activities that Student Facilitators undertake will be co-designed during the planning workshop but include co-delivering, with academic staff, training to student groups, and assisting clubs and associations to establish high expectations and standards. Other activities include, creating formal and information opportunities for 'conversations for change', and could be, for example, hosting guest speakers, discussion groups, etc.

	<u>Commitment - 2020</u>
SP1	
Co-deliver training with academic staff to peers O-Week – Wk 3	10 hours approx.
Week 4 – Week 13 (activities to be developed)	10 hours approx.
SP2	
Co-deliver training with academic staff to peers O-Week – Wk 3	5 hours approx.
Week 4 – Week 13 (activities to be developed)	<u>10 hours approx</u>
Total:	35 hours approx

2019 Training Schedule

O – Week Thursday 25 July, 5 – 7pm	Welcome and Introduction to the Program
Week 1 Monday 29 July, (time tbc)	Lecture - Sexuality, porn culture, relationships - TSV
Saturday 3 August 11am – 1pm	The Intervention Initiative: Session 1 & 2
Week 2 Monday 4 August, 6 – 8 pm	The Intervention Initiative: Session 1 & 2 Repeat
Week 3 Saturday 17 August, 11 am – 1pm	The Intervention Initiative: Session 3 & 4
Week 4 Monday 18 August, 6 – 8 pm	The Intervention Initiative: Session 3 & 4 Repeat
Week 5 Saturday 31 August, 11am – 1pm	The Intervention Initiative: Session 5 & 6
Week 6 Monday 2 September, 6 – 8pm	The Intervention Initiative: Session 5 & 6 Repeat
Week 7 Saturday 14 September 11 – 1pm	The Intervention Initiative: Session 7 & 8
Week 8 Monday 16 September, 6 – 8pm	The Intervention Initiative: Session 7 & 8 Repeat
Week 9	
Lecture Recess	
Week 10 Saturday 12 October, 11am – 1pm	Workshop - Masculinity in Residences/Blurred Lines – NAAUC
Week 11 Saturday 19 October, 11am - 2pm	Workshop – Planning 2020 Workshop

2020 Activities Schedule

Training Week Saturday 15 February 11 am – 1pm	Facilitator rehearsal
O – Week	Facilitators available across the week (evenings) to co-deliver content
Week 1	Facilitators available across the week (evenings) to co-deliver content
Week 2	Facilitators available across the week (evenings) to co-deliver content
Weeks 3 – 13	Various activities as planned by group.

RECONCILIATION

The JCU Respect Student Facilitator Program is deeply committed to supporting authentic reconciliation. It is important to note that JCU has a [Reconciliation Action Plan](#).

DIVERSITY AND INCLUSIVITY

The JCU Respect Student Facilitator Program encourages cultural diversity and tolerance through inclusiveness and equity and actively works towards affirmative action.

Facilitators need to be self-reflective, culturally aware and communicate with sensitivity. Inappropriate sexual and religious statements, jokes, or an unwillingness to accept people who are different will not be tolerated.

PROGRAM EVALUATION

The JCU Respect Student Facilitator Program undertakes a process of continual improvement based on feedback and data. The ongoing success of the program is based on the following performance indicators:

- ✓ Number of peer-delivered training sessions delivered
- ✓ Number of peer-delivered events delivered
- ✓ Facilitator satisfaction with the program activities aligned to program objectives

SUPPORT FOR FACILITATORS

Facilitators are first and foremost students, and the Student Facilitator Program is committed to **your** wellbeing and academic success. If you experience challenging situations in your Facilitator role, please contact the Program Support Officer for support, so they can help guide you through. You may also experience personal challenges, and we encourage you to access all the relevant services, so they can provide you with support as a valued member of the Facilitator group and university community.

SUPPORT SERVICES @ JCU

JCU offers a wide range of free, confidential [support services](#) to students and it is important that facilitators understand them in order to provide effective referrals for students, when required.

WORKPLACE HEALTH AND SAFETY PROCEDURES

Student Facilitators have a statutory obligation to follow JCU [Workplace Health and Safety Policies](#) and guidelines to ensure the safety of themselves and students in their care.

JCU RESPECT STUDENT FACILITATOR PROGRAM AGREEMENT



As a JCU Respect Student Facilitator, I agree to the following:

1. Comply with [JCU Student Conduct Policy](#) and [JCU Student Charter](#).
2. Comply with guidelines within the JCU Respect Student Facilitator Training Handbook.
3. Attend Training and Planning Days.
4. Complete the JCU Respect Online Module.
5. Respond to communications from the Program Support Officer in a timely manner. Similarly, Facilitator Leaders need to respond in a timely manner to Facilitators, and vice versa.
6. Wear JCU Respect Student Facilitator uniform during official duties and at least once/week.
7. Be a role model by acting in a positive and inclusive manner.
8. Notify the Program Support Office immediately of any conflicts of interest.
9. Work collegially with academic and support staff and make appropriate referrals when required.
10. Provide feedback on the JCU Respect Student Facilitator Program when requested.
11. I agree/disagree (please circle) for my photo, taken in conjunction with Facilitator activities, to be used in publications, noticeboards, and on the Facilitator website.
12. Exclusion from the JCU Respect Student Facilitator Program, if any items above are breached.

Name _____

Signature _____

Date / /2019

TERMINATION OF FACILITATOR STATUS

Facilitators will be excluded from the program based on unacceptable, violent, abusive behaviour or harassment, or the contravening of the signed Student Facilitator Program Agreement or JCU Student Code of Conduct.

APPLICATION FORM

Name: _____

Email: _____ Phone: _____

Degree/Year Level: _____

Do you live on campus (if yes, which residence?) _____

Do you intend to live in a residential college/hall in 2020 (if yes, where?) _____

It is important that our Student Facilitators represent our wider student body, and answers to demographic questions assist in achieving this. Answering is optional. Do you identify with or belong to any of the following communities:

Aboriginal or Torres Strait Islander: _____ Migrant Community: _____

People with disabilities: _____ Faith community: _____

Gay, Lesbian, Bi, Queer, Intersex or Trans community? _____

Other: _____

Please list any JCU affiliations/ student association groups / societies or other roles you have at JCU or in your Residential Community: _____

Any relevant community based roles (eg sporting teams) _____

Please outline why you would like to be a JCU Respect Student Facilitator:

Reference 1: _____

Reference 2: _____

EMAIL TO: ryl.harrison@jcu.edu.au Ryl Harrison, Strategic Policy Adviser, Office of the Vice Chancellor and President.