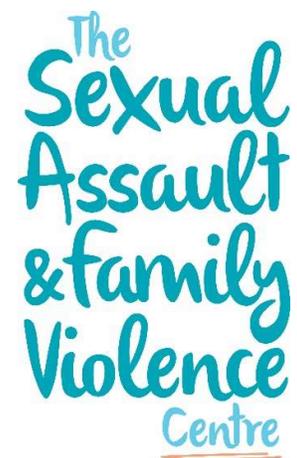


**Welcome to
The Sexual Assault &
Family Violence Centre -
Wimmera**



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Welcome to The Sexual Assault & Family Violence Centre

Our Vision is for:

A community free from sexual assault and family violence underpinned by the principles of gender equality, social justice and human rights.

Our Purpose is to:

1. Provide services underpinned by feminist philosophy that are empowering, respectful and inclusive, and which address barriers to service access.
2. Provide high-quality, sensitive and responsive services to women and children who have experienced and been impacted by family violence, and to people who have experienced and been impacted by sexual assault.
3. Design and implement effective evidence-based prevention of violence against women and gender equality programs and initiatives.
4. Contribute to the evidence base and social policy frameworks which inform effective service provision.
5. Contribute to the systematic and social change necessary to eliminate family violence and sexual assault.

Our Values underpin our work:

- **Respect:** we value people, embrace diversity and demonstrate fairness.
- **Integrity:** we are open, honest and ethical. We are accountable for what we say we will do and for the impact of our actions.
- **Innovation:** we advocate for what can be and not settle for what is. We embrace ideas and approaches that will make a sustainable difference.
- **Collaboration:** we work as a team, sharing ideas and expertise with each other and our partners. We trust and empower people, harnessing their strengths.
- **Commitment:** we are driven by our deep commitment for gender equality, social justice and human rights. We are passionate about improving the lives of our clients and inspired to achieve our goals.

Our Organisation:

Established in 1978, The Sexual Assault & Family Violence Centre (The SAFV Centre) is a highly professional community based, not for profit organisation offering a wide range of free and confidential services and programs to support people in their recovery from sexual assault and family violence.

Located in Geelong, Horsham and Footscray, we offer our specialist services across the Barwon and Western Melbourne areas and Wimmera District of Victoria. In Geelong, we are a partner in the Barwon Multidisciplinary Centre, where we are co-located with Victoria Police Sexual Offences and Child Abuse Investigation Team, Family Violence Investigation Unit, and the Department of Health and Human Services Child Protection Sexual Abusive Intervention Team. We work closely with Victoria

Police and Child Protection in Horsham as required. We are also a partner in The Orange Door in Barwon, and co-located with Family Safety Victoria, DHHS and other community service organisations across the Barwon area.

The SAFV Centre was created in 2016 following the merger between Barwon Centre Against Sexual Assault (CASA) and Minerva Community Services. The establishment of The SAFV Centre now means that our clients can access all specialist sexual assault and family violence services under the one roof.

We are committed to using continuous quality improvement mechanisms to ensure the delivery of evidence-based, high quality services. Our staff actively participate in regular internal and external reviews and audits, and reflection. We seek feedback about our work and review the effectiveness of our services and programs.

The SAFV Centre is certified by HDAA to the Human Service Standards and ISO 9001:2015 Quality Management System requirements, which assures our clients that we have effective management systems in place.

Our Services:

Our services include:

- 24-hour crisis responses for people who have recently been sexually assaulted including coordination with other specialist services such as police investigators and forensic medical specialists.
- Therapeutic counselling for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends).
- Early intervention services for children and young people who have engaged in problematic or abusive sexualised behaviours. In addition to these services, we deliver training programs for professionals and community members, and training tailored to the needs of organisations and workplaces. We are also involved in a range of primary prevention initiatives focused on increasing awareness and understanding of the causes of gender-based violence – to stop it happening in the first place.

Our Staff:

From the moment you contact our service you are talking to professionals. Our reception staff are trained and experienced in responding to sensitive matters, upholding confidentiality and assisting you in receiving appropriate support. Our counsellors are tertiary qualified and experienced professionals who are highly skilled in the specialist area of sexual assault and family violence. All our staff are professionally supervised and undertake specialist training and development to ensure we maintain our high standards of service delivery to you.

Consumer Participation:

We undertake regular surveys, questionnaires and service and program evaluations. You may give your permission to be contacted within two years, as part of our ongoing service evaluation.

Compliments & Complaints:

We are committed to continuous quality improvement and we welcome your feedback in order to refine the way we develop and deliver our services to you. This includes responding to compliments and complaints fairly and without discrimination. Compliments and complaints received by us will be managed and responded to in accordance with the *Information Privacy Act 2000* and our organisation's Complaints and Compliments Policy and Procedures. If you have further questions or concerns or wish to provide feedback or make a complaint you may speak directly with our staff or our Chief Executive Officer during business hours on (03) 5222 4318.

You also have the right to complain to the Department of Human Services on 1300 8846 or the Victorian Ombudsman: 1800 806 314

1. The Privacy of Your Personal Information

We are required to keep a record of all interactions with our clients and discuss this with you at your first appointment.

What information will The SAFV Centre collect about me?

We collect information, such as your name and contact details, and some statistical information relating to you and your experience of sexual assault and family violence. This information is non-identifying – it will not identify who you are. It includes information such as your age, place of birth, language spoken and the type of assault or violence you have experienced.

This information helps us to understand more about the work we do, and may be used in non-identifying statistical reports.

If you wish to remain anonymous while accessing our services, please talk about this with your practitioner.

Your practitioner will also take case notes describing our contact with you. Case notes provide a record of contact with you and other relevant people or professionals that you have given us consent to contact. Case notes may also be referred to if you require a written report or support letter. All case notes are kept securely.

Can I access my client file?

You have the right under the *Freedom of Information Act 1982* to access your file. You can access your file by speaking to your practitioner and can read your file while accompanied by your practitioner who will answer any questions you may have. You can also request a copy or summary of your file and can request that changes be made if you identify any information that is incorrect or that you do not agree with.

Is my information stored safely?

Client files containing statistical information and file notes are stored electronically and are secure with dual password access restrictions.

How long will The SAFV Centre retain my file?

From 2013, The SAFV Centre has retained client files indefinitely. This means that at any time in the future you will be able to request your information. Prior to 2013 client files were retained by Barwon CASA for a period of 10 years after last contact date. Children's files were retained on the same basis, after the child had reached 18 years of age.

Who else will have access to my information?

We are committed to the safe and respectful handling of personal information. Your information is primarily viewed by your practitioner; however your file may be viewed by other SAFV Centre staff such as a team leader or Manager, on a need-to-know basis only.

Your information can only be shared with professionals from other organisations if you provide your consent. There are several exceptions to this:

- If a practitioner has reason to believe that a person under the age of 18 years is at risk of harm.
- If a practitioner has reason to believe that you may seriously hurt yourself or someone else.
- If a request for information is made under the Family Violence Information Sharing Scheme or Child Information Sharing Scheme that is relevant to support effective assessment and management of family violence risk.

Your file may be requested by a legal representative if there are court proceedings. If this happens we may oppose the request in order to protect the privacy of your file. However, in the event that we are unsuccessful we are then legally required to submit your file. We will try to contact you and inform you of this prior to any action being taken.

We will always aim to seek your consent to share your personal information and to seek your views on how and when your information is shared. Wherever possible, we will inform you that your information has been shared. We will not share your information with the perpetrator of sexual assault or family violence.

What Laws protect my information?

There are a range of regulations and legal obligations which we must meet in the handling of personal information. The SAFV Centre complies with the requirements of the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001*, and other legal obligations. The *Children, Youth and Families Act 2005*, the *Child Wellbeing and Safety Act 2005* and the *Family Violence Protection Act 2008* also govern the sharing of information that we hold and privacy obligations. These Acts govern how your information is collected, held, managed, used, disclosed, transferred or destroyed.

Need more information about your privacy?

If you have further questions in relation to your privacy, you may speak with your practitioner.

2. Rights and Responsibilities

The SAFV Centre is committed to ensuring all people who access our services have adequate information about their rights and responsibilities. Your practitioner will also talk to you about your rights and responsibilities when you first attend our services and you are welcome to ask for information at any time.

Your Rights

In accessing our services, you have the right to:

- Quality and respectful services regardless of gender, ability, race, social status or sexual preference, taking into account such things as cultural background, health status and individual needs.
- Confidentiality, in respecting your privacy and dignity with services provided in a safe and non-threatening environment. You may also choose to remain anonymous and not provide any personal details.
- Adequate and easy to understand information regarding all aspects of the services provided, so that you can make informed choices regarding your support and options available.
- Consent to or decline our services, or decline to participate in educational, research or evaluation activities, including services provided by students.
- Request who will be present at an appointment, including a support person, interpreter or a student.
- Know the name and qualifications of your practitioner.
- Request a transfer to another practitioner.
- Read or request a copy of your file in accordance with our policies and the *Freedom of Information Act 1982*.
- Be fully informed of your choices on any issue that affects you and to participate in decision-making toward mutually agreed goals in your case plan or counselling plan.
- Be heard and acknowledged and treated with dignity and respect; and to have your choices respected.
- Make a complaint about the services received from The SAFV Centre and expect that complaints will be investigated appropriately and in confidence.
- Live free from fear and violence.

Your Responsibilities

We support you taking responsibility for your own wellbeing, as far as this is possible. Promotion of a mutually acceptable partnership between you and our service is desirable and this can be facilitated if you are aware of your following responsibilities:

- To keep appointments or give notice of cancellation as early as possible if you are unable to attend.
- To show consideration and respect and act in a manner which does not cause undue disruption to staff and others accessing our services.
- To maintain confidentiality regarding information about other clients or participants in groups or programs conducted by The SAFV Centre.

Our Responsibilities

All our staff support the statement of your rights and responsibilities. Staff responsibilities are to:

- Be aware of, and adhere to your rights and responsibilities.
- Ensure that you receive this booklet and a verbal explanation regarding your rights and responsibilities at the time of first contact and, where possible, ensure that this information is provided in your preferred language with the use of an interpreter service.
- Discuss confidentiality issues and possible limitations to confidentiality with you; including relevant information sharing schemes, duty of care, criminal justice processes and subpoenas. We will attempt to obtain your permission before discussing or releasing any personal information to third parties.
- If you are involved in group programs, discuss with you the importance of maintaining confidentiality in regard to other participants.

What if my rights have not been respected?

The SAFV Centre upholds the *Charter of Human Rights and Responsibilities Act 2006*. If you think your rights have not been respected, in the first instance you may raise your concerns with your practitioner. If this has not resolved the matter or you do not feel able to raise the issue with your practitioner, you may ask to speak to a Manager or the CEO.

Need more information about your rights and responsibilities?

If you have further questions regarding your rights and responsibilities, please speak directly with our staff.

3. How You Can Contact Us

Business Hours:

The SAFV Centre is open Monday to Friday 9.00am to 5.00pm. Appointments may be negotiated outside of standard business hours.

We provide specialist services across the Barwon and Wimmera Regions as follows:

Wimmera:

Phone: (03) 5381 1211

Address: 25 Roberts Avenue, Horsham, Vic 3400

Postal Address: PO Box 648, Horsham, Vic 3402

Email: wimmera@SAFVcentre.org.au

Website: www.SAFVcentre.org.au

Barwon:

Phone: (03) 5222 4318

Address: Barwon MDC, Level 1, 59 – 63 Spring Street, Geelong West, Vic 3218

Postal Address: PO Box 7205, Geelong West, Vic 3218

Email: reception@SAFVcentre.org.au

Website: www.SAFVcentre.org.au

Outside Standard Business Hours:

The Statewide Sexual Assault Crisis Line

Phone: 1800 806 292

The Sexual Assault Crisis Line (SACL) provides a 24 x 7 crisis telephone service to people who have recently been sexually assaulted and to parents and carers of children who have recently disclosed sexual abuse. If you have been sexually assaulted within the past two weeks SACL can coordinate an immediate face to face response with a The SAFV Centre Counsellor Advocate, in a private and safe place called a crisis care unit where we will provide you with support and information about your legal and medical options.

The Sexual Assault Crisis Line (SACL) can coordinate an immediate face to face response with a SAFV Centre, Wimmera Counsellor Advocate during business hours weekdays, and 24 hours weekends and public holidays.

Your Notes

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