

## Faculty & Staff Responding to Sexual Misconduct

*Sexual Misconduct includes: sexual harassment, intimidation, and violence, domestic and dating violence, and stalking*

### 5 Step Response

**Step 1:** Offer **SUPPORT** non-judgmentally and with empathy

- *Affirm student for reaching out*
- *Believe student and tell them you are committed to connecting them to resources*

**Step 2:** Assess for **SAFETY**

- *Imminent risk in the next 24 hours?*
- *Contact **Security (360)992-2133 or 911** if needed*

**Step 3:** **INFORM** student of the limits of the confidentiality of your conversation

- *Cannot be kept confidential; privacy will be protected*
- *Title IX Coordinator will be informed*

**Step 4:** Refer student to appropriate **RESOURCES**

- *Refrain from asking questions and seeking additional details – See below*

**Step 5:** Submit **REPORT** to the Title IX Coordinator

- *Visit the Clark College home page: [www.clark.edu](http://www.clark.edu) and click on the Non-discrimination Policy link at the bottom of the page for the online reporting form*
- *Complete form to the best of your ability – skip any information that the student did not volunteer*
  - *Do not feel obligated to obtain the information*

### Example Response to Reporting Student

#### **SUPPORT**

*I can only imagine how difficult and scary this might be for you. Thank you for trusting me and sharing this information with me. I'm glad you're reaching out to help. I am committed to helping connect you to people on campus who can help.*

#### **SAFETY**

*Before we go much further, I want to check in with you to know whether you currently feel safe. Are you concerned that your assailant/harasser will continue to contact you or threaten you further in any way?*

#### **INFORM**

*In order for me to help you in the best way I can, I need to share what we talk about with the Title IX Coordinator. She, and her team, will help sort out what needs to happen next to make sure you and the campus community are safe and to prevent something like this from happening again. We will all diligently protect your privacy, only sharing information with people on campus who need to know in order to help. As you talk, you can decide how much you want to share with me. I don't need details.*

#### **RESOURCES**

*Tell me more about what you need right now.*

### Protecting Student Privacy

Please refrain from sharing information with anyone other than the Title IX Coordinator or staff/administrators from whom you need immediate assistance. After receiving your complaint form, the Title IX Coordinator will decide what information needs to be shared and with whom. Consultation with the CHC Counselors or the Title IX Coordinator is always appropriate and does not violate the student's privacy.