



## Protecting Minors on Campus from Sexual Misconduct

# Reporting and Addressing Suspected Misconduct



To ensure a safe campus environment, institution officials must be notified about potential sexual misconduct involving minors that occurs in connection with institution activities. Timely reporting of suspected abuse will help an institution fulfill its Title IX and Clery Act obligations and reduce its liability exposure by enabling it to respond reasonably to a campus risk. States require all or certain employees of educational institutions to report suspected child abuse and neglect. Some states go further and require any person who suspects child abuse or neglect to make such reports.

### A. Policies

Does your institution have a written policy that:

1. Defines:

- Minors or children, such as individuals under 18 years old?  Yes  No

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- Behavior that constitutes “sexual abuse” or “misconduct?”  Yes  No

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- Scope of application, such as all on-campus activities and college-sponsored activities off campus? For sample language, please see the policies in the [Resources](#) section.  Yes  No

2. Requires all faculty, staff, students, volunteers and others affiliated with the college to report suspected sexual misconduct involving minors as soon as possible to:

- State-designated authorities?  Yes  No

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- Institution officials trained to receive such reports, such as the Title IX coordinator or campus police?  Yes  No

### Actions Needed

## A. Policies *(continued)*

3. Provides contact information, such as a telephone number, for the:
- Institutional and state departments or representatives charged with receiving reports of suspected sexual misconduct, or other forms of child abuse or neglect?  Yes  
 No

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  - Institutional department or person that can field questions about reporting obligations?  Yes  
 No
4. Explains any differences between the state's mandatory reporting laws and the institution's reporting policy?  Yes  
 No
5. States that a failure by any member of the college community to provide a timely report of suspected misconduct involving minors may result in discipline up to and including termination or removal from the program?  Yes  
 No
6. Prohibits retaliation against anyone making a good faith report?  Yes  
 No

## B. Addressing Reports

*To encourage reporting, an institution should articulate how it will respond to reports received. Studies show that reporters are more likely to come forward with information when they believe information will be taken seriously and acted upon.*

1. Once a report is received, does your institution:
- Have a written policy to address notifying:
    - Parents or guardians of the alleged victim?  Yes  
 No

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    - The Title IX coordinator?  Yes  
 No

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    - Campus police?  Yes  
 No

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    - The college's legal counsel?  Yes  
 No

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    - The person or department overseeing the activity where the complaint arose?  Yes  
 No

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    - The college's head of compliance?  Yes  
 No

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    - Local police?  Yes  
 No

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    - State or local child protection authorities?  Yes  
 No

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    - The institution's liability insurance carrier?  Yes  
 No

## Actions Needed

## B. Addressing Reports *(continued)*

- Investigate the report?  Yes  
 No

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- Take immediate steps to prevent further harm to the alleged victim or other minors such as removing the alleged abuser from the program or activity or limiting that individual's contact with minors pending resolution of the matter?  Yes  
 No

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- Resolve the report so that minors, victims, and the accused are treated fairly and impartially by the institution's process?  Yes  
 No

## Actions Needed

### Resources

#### Protection of Minors Policy

Georgetown University

#### Protection of Children Policy

University of Notre Dame

#### Child Abuse and Neglect Reporting Policy

University of Connecticut

### Acknowledgment

This *Protecting Minors on Campus from Sexual Misconduct* checklist, "Reporting and Addressing Suspected Misconduct" was written by Alyssa Keehan, JD, director of risk research for UE.



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UE-113243 05/16