To ensure a safe campus environment for students and other minors, schools should encourage reporting of potential sexual misconduct. Every state requires all or certain school employees to report suspected child abuse and neglect; some require any person who suspects child abuse or neglect to make such reports. Independent school administrators should use this checklist to ensure their institution has appropriate policies to encourage reporting of suspected sexual misconduct.

### A. Policies

Does your school have a written policy that:

1. Defines:
   - Minors or children, such as "individuals under 18 years old"?
     - Yes
     - No
   - Behavior that constitutes "sexual abuse" or "misconduct"?
     - Yes
     - No
   - Scope of application, such as all on-campus activities and school-sponsored activities off campus?
     - Yes
     - No

2. Requires all faculty, staff, students, volunteers, and others affiliated with the school to report suspected sexual misconduct involving minors as soon as possible to:
   - State-designated authorities?
     - Yes
     - No

### Actions Needed

For K-12
3. Provides contact information, such as a telephone number, for the:

- School and state departments or representatives charged with receiving reports of suspected sexual misconduct, or other forms of child abuse or neglect? See the Child Welfare Information Gateway for a list of agencies designated to receive reports by state.

4. Mandates compliance with state law and explains any differences between the state’s mandatory reporting laws and the school’s reporting policy?

5. States a failure by any member of the school community to provide a timely report of suspected misconduct involving students or other minors may result in discipline up to and including termination or removal from the program, and may also (depending on the state law) be a violation of the law?

6. Prohibits retaliation against anyone making a good faith report?

7. Does local legal counsel help draft and review the policy?

8. Does your school periodically review the policy for effectiveness and accuracy?
**B. Addressing Reports**

To encourage reporting, a school should articulate how it will respond to reports. Studies show that reporters are more likely to come forward when they believe the information they provide will be taken seriously and acted upon.

1. Once a report is received, does your school:

   - Have a written policy that addresses notifying:
     - Parents or guardians of the alleged victim?  
       - [ ] Yes  
       - [ ] No
     - Campus police?  
       - [ ] Yes  
       - [ ] No
     - The school’s legal counsel?  
       - [ ] Yes  
       - [ ] No
     - The person or department overseeing the activity where the complaint arose?  
       - [ ] Yes  
       - [ ] No
     - The school’s head of compliance?  
       - [ ] Yes  
       - [ ] No
     - Local police?  
       - [ ] Yes  
       - [ ] No
     - State or local child protection authorities?  
       - [ ] Yes  
       - [ ] No
     - The school’s liability insurance carrier?  
       - [ ] Yes  
       - [ ] No

   - Investigate the report?  
     - [ ] Yes  
     - [ ] No

   - 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

   - Resolve the report so that minors, victims, and the accused are treated fairly and impartially by the school’s process?  
     - [ ] Yes  
     - [ ] No

   - Have a crisis communications plan that addresses how to share information with key constituents, such as employees, students, parents, alumni, and the media about allegations of misconduct? See UE’s Guide to Creating and Improving a Campus Crisis Communications Plan.
     - [ ] Yes  
     - [ ] No
Resources

Sample Sexual Misconduct Reporting Policies
The Julliard School—Page 14
Arlington Public Schools Prevention of Sexual Misconduct and Abuse

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