

RECEIVING A DISCLOSURE OF SEXUAL & GENDER-BASED ASSAULT AND/OR MISCONDUCT FOR RAs

WHAT IS EXPECTED OF YOU:

- * **Explain your responsibility as a mandatory reporter:** *Explain why you are going to have to report what is said to your Area Coordinator, who will report up to Dir. of Title IX.*
- * **Knowledge of resources & support available:** *There are a lot of options. Utilize resource sheets, website, each other. Make sure student receives a list of resources.*
- * **Listen to what the student coming to you needs:** *Use your active listening skills; identify what support is needed rather than necessarily gathering all details of what happened.*
- * **Communicate important info/details to AC or administrator:** *Sensitive SOAP note and/or calling AC on call within 24 hours.*

WHAT IS NOT EXPECTED OF YOU:

- **Conducting a mini-investigation:** *Typically you won't need "all the details" to support students, and shouldn't be asking questions such as "what happened" or "tell me everything that happened"*
 - Limiting revictimization is critical
 - Think about why you are asking a question... Helping to identify a need? Or curiosity?
- **Being the sole support/option:** *Staff and administrators are trained to help students who have been involved in an incident of sexual misconduct, and your role is to connect students with this trained support.*
- **Solving everything:** *Respect that these situations are a process and take time.*
- **Anything outside of your comfort level:** *There is always an AC on call who can meet with students. You can call them for help at any point.*

WHO DOES WHAT FOR NEXT STEPS?

ACs &
Deans On
Call

Dir. of
Title IX

SMART
Coord.

Dean of
Students
Office

- * **Treat all information with discretion and respect.**
- * **Work with student on support, questions, options, & follow up**
- * **Speaking with this group does not automatically trigger conduct process or follow up by college**

Counseling
Center

New
Hope

- * **All conversations kept confidential**
- * **Emotional & mental health support, not administrator response or follow up**

Public
Safety

Norton
Police
Dept

- * **Will document information in official report**
- * **Assistance with criminal filings and investigations**

Resident Advisor Checklist for Helping Students Who Report Sexual Assault

This form is intended for use as a helpful worksheet by an RA working with a student reporting an assault.

Actions to take:

- 1. Make sure the student is in a **safe place**/has a space to go to that is safe and private.
- 2. Inform the student of **obligation to share information** with the AC on-call or supervising AC.
- 3. Help determine if **medical attention** is needed, or if the student would like a forensic evidence exam. Inform the student of the different local medical facilities. You may offer to accompany the student, if comfortable, or connect the student with an AC who can accompany them:
 - Morton Hospital Emergency Room (SANE RN) – 88 Washington St, Taunton, MA; 508-828-7100
 - Sturdy Memorial Hospital – 211 Park St, Attleboro, MA; 508-222-5200
 - Norton Medical Center – Next to Wheaton Bookstore, only open during business hours; 508-286-5400
- 4. Offer the student the option of meeting directly with the **AC on-call** to discuss support and/or options more in depth. You may offer to accompany the student to meet with an AC, if comfortable.
- 5. Provide immediate **emotional support, problem solving, and answers to questions** (be sure to use your resources and additional support where appropriate. It's okay if you don't know something, just ask for help!).
- 6. Refer the student to **additional support**, and help the student identify which resource may be the best fit, based on the needs of the student. (Utilize handouts, resource guides)
 - Resources for meeting with the student for support, interim measures, and/or reporting include:
 - Area Coordinator
 - SMART Coordinator [Science Center 231, 508-286-3374]
 - Dir. Of Title IX Compliance [Science Center 227, 508-286-3231]
 - Dean of Students Office [Park Hall 103, 508-286-8218]
 - Public Safety [508-286-3333]
 - Norton PD [82 E. Main St., 508-285-3300] – off campus, police reporting/response
 - Resources for completely confidential support for students include:
 - Wheaton's Counseling Center – 508-286-3905 (M – F, 8:30A – 4:30P, some emergency sessions daily)
 - New Hope – Attleboro, MA – 800-323-4673 for in-state numbers, 877-785-2020 for our-of-state numbers; ask to be connected to New Hope (24 hours a day/7 days a week)
- 7. Refer the student to the Sexual Assault **webpage** for more info: www.wheatoncollege.edu/sexual-assault
- 8. Fill out a **SOAP note** within 24 hours of receiving report, and be sure to mark it as sensitive.

Other important information to remember:

- We want to *empower the reporting student* to have control of the response and support. Present options and answer questions, but do not make decisions for the student.
- *Listen without judgement*. Be mindful of your word choice, tone, and body language.
- Wheaton has a *disciplinary hearing process* for incidents of sexual misconduct and that this process can be discussed with administrators without filing a formal complaint, starting the conduct process, and/or filing criminal charges.
- In most cases, students can *receive support* from the college (interim measures helping with things like housing, academics, no contact orders) without initiating the college conduct process.
- If the student would like *police involvement*, or would like to explore options for filing a complaint, refer the student to Wheaton Public Safety or Norton PD. Students can file on and off campus, at either, or choose not to file.
- The college is committed to removing *retaliation* or the threat of retaliation as a barrier to reporting. Wheaton will take steps to prevent retaliation and strong responsive action should it occur.