

Resident Advisor Checklist for Helping Students Who Report Sexual and Gender-based Misconduct

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

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 your **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 available 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.

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.
- 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 or off campus, at both, 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.