ASSISTING STUDENTS WHO REPORT SEXUAL HARASSMENT OR SEXUAL MISCONDUCT
Guidance for Faculty and Staff

Sexual misconduct includes attempted or completed:

- Non-consensual sexual contact
- Non-consensual intercourse
- Sexual exploitation
- Domestic and dating violence
- Quid pro quo harassment
- Stalking

A student incapacitated by alcohol or drugs cannot give effective consent

RESPONSE CHECKLIST

✓ Address any imminent threat. Assess situation for immediate danger or injury to the survivor, yourself, or anyone else. Contact W&M Police or 911 if needed.

✓ Do NOT promise confidentiality—instead promise discretion. Before a student shares confidential information: (1) Let the student know that you are willing to help but are obligated to inform the Title IX Coordinator about the matter and details of who, when, where and what happened. (2) Inform student that he or she may request to the Title IX Coordinator that no further action be taken by the institution, including that the school not conduct an investigation; and (3) Inform the student there are confidential resources if he/she does not want to disclose more to you.

✓ Be supportive. Let the student know that W&M wants to help, and has resources and processes to support students and investigate reports.

✓ Give the student the attached resources flyer. It is also available at www.wm.edu/offices/compliance/documents/response_resources.pdf

✓ Encourage student to contact the Dean of Students Office (757-221-2510), if the student wants help coordinating campus services and interim measures such as changes to living (Residence Life) situations, no-contact orders, and academic relief. Offer to accompany the student or arrange an appointment.

After you complete the checklist:

1. All incidents must be reported to the Title IX Coordinator/Dean of Students:
   - Complete the online form (www.wm.edu/dos/report/) or call 757-221-3146. The form is private, and may be accessed only by designated staff in the Dean of Students Office and by the Title IX Coordinator.
   - Staff will review the report carefully to determine what resources and support W&M can offer the victim.

3. If the victim is a minor, you must report the incident to the Department of Social Services (1-800-552-7096) within 24 hours.

RESPONSES TO AVOID

Do not promise confidentiality; Unless you work in the Counseling Center, Student Health Center, or The Haven, you must report specific incidents of which you become aware.

Do not provide care, counsel or guidance beyond your expertise; instead, promote the appropriate expert resources (Counseling, Dean of Students, Title IX Coordinator, The Haven).

Do not discourage the student from further reporting. Do not act skeptical or defensive. If you have doubts about the incident, keep them to yourself at this point.

Do not minimize the incident or its impact on the victim.

Do not speculate about motives or circumstances regarding the incident.

Do not promise an outcome.