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
   - Behavior that constitutes “sexual abuse” or “misconduct?” □ Yes □ No
   - 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
   - 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
   - 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
     - The Title IX coordinator? □ Yes □ No
     - Campus police? □ Yes □ No
     - The college’s legal counsel? □ Yes □ No
     - The person or department overseeing the activity where the complaint arose? □ Yes □ No
     - The college’s head of compliance? □ Yes □ No
     - Local police? □ Yes □ No
     - State or local child protection authorities? □ Yes □ No
     - The institution’s liability insurance carrier? □ Yes □ No
B. Addressing Reports (continued)

- 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 institution’s process? □ Yes □ No

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.