



Responding to Sexual Misconduct Disclosures: Quick Reference Guide for Faculty and Staff

All Lake Forest College employees (except for those working in the Health and Wellness Center) are “responsible employees” who have the obligation to report information regarding possible sexual misconduct to the Title IX Coordinator.

Please do the following if a student discloses sexual misconduct (including sexual assault, sexual harassment, stalking, dating or domestic violence, or sexual exploitation) to you:

INFORM

Inform the student of your obligation as a responsible employee, preferably before the student shares details of the incident. You can say, *“I want to help you. If you disclose sexual misconduct to me, I am required to let the Title IX Coordinator know. She will reach out to you to offer information about your options and various resources. It is up to you whether to meet with her. There are confidential resources at the College that I can refer you to if you prefer.”*

SUPPORT

Listen supportively and refer the student to resources on campus and off campus. Let the student decide which resources to engage, including:

Safety

- Dial 911 for emergency assistance from local police or paramedics
- Lake Forest College Public Safety 847-735-5555

Medical Assistance

- Advocate Condell Medical Center Emergency Room 847-990-5300
- Highland Park Hospital Emergency Room 847-432-8000
- Lake Forest Hospital Emergency Room 847-535-6150

Confidential Counseling and Advising

- Lake Forest College Health and Wellness Center 847-735-5240 (after hours: 224-501-1621)
- Zacharias Sexual Abuse Center: 847-872-7799

REPORT

Promptly contact the Title IX Coordinator to report the situation: 847-735-6009; titleix@lakeforest.edu. The Title IX Coordinator will reach out to the student by email to offer information on their options and available resources. The student may decide whether to meet with the Title IX Coordinator and/or participate in an investigation.

Do's and Don'ts When Responding to Disclosures of Sexual Misconduct

DO

- Assure the student that the incident was not their fault
- Let the student know they have options and that they don't have to take any specific next steps
- Acknowledge their feelings
- Let them know they are not alone
- Let them know you need to report the incident to the Title IX Coordinator, but that it is up to them whether they want to meet with the Title IX Coordinator or participate in an investigation
- Get support for yourself. The College's Employee Assistance Program is a resource: 1-888-887-4114
- Follow up with the student later to see how they are doing

DON'T

- Promise complete confidentiality (because you need to report to the Title IX Coordinator)
- Interrupt and/or discuss your personal experiences
- Ask questions/make comments suggesting blame (e.g. "Why didn't you report this sooner?" "Why did you drink so much?" "It sounds like there was a miscommunication")
- Push for details about the incident
- Question whether they are telling you the full story
- Touch the student (including hugs)
- Label the behavior in your own words (e.g. "That was rape")
- Make conclusions about outcome (e.g. "he will be expelled for that")
- Excuse the behavior (e.g. "I'm sure he didn't mean it," "I think she's just like that")
- Criticize the alleged perpetrator (e.g. "I've heard she's done that kind of thing before," "He is a terrible person")
- Pressure the student to report to police or pursue a campus investigation
- Investigate the behavior yourself
- Share the information with others besides the Title IX Coordinator

For further information, including additional campus and off-campus resources, please see www.lakeforest.edu/sexualmisconduct or contact Lake Forest College, Title IX Coordinator, 847-735-6009; titleix@lakeforest.edu