



FACULTY AND STAFF RESOURCE GUIDE FOR RESPONSIBLE EMPLOYEES

What to do when a student shares information of Sexual Assault, Intimate Partner Violence and/or Stalking

1. Ensure that the student is safe, listen without judgement, and offer your support.
2. As soon as is reasonable in the conversation, inform the student of your reporting obligation. You may keep information private, but not confidential, as you have an obligation to report information about sexual misconduct of which you become aware to the office on campus that can help, the Office of Title IX & Equity Compliance. Referrals can be made to the Student Health Center and Counseling & Psychological Services resources. Resources that can be offered include investigations, no contact orders, change in class schedule, change in living/working/transportation schedule, and academic supports.
3. Let the student know that though you must report, they will have choices about whether and how to proceed. Students are not required to participate in any process - it is their decision. They can also report directly to the Office of Title IX & Equity Compliance at 203-254-4357 (HELP), Department of Public Safety or through the LiveSafe App. The LiveSafe app offers the additional option of anonymous reporting.
4. If they would like to speak to someone who does not have a reporting obligation, connect them with the confidential resources listed on the back.
5. If they decide to proceed with the discussion with you, listen without judgement. Do not attempt to investigate the matter by asking questions or otherwise gathering information.
6. Report the information to the Office of Title IX & Equity Compliance or DPS. Do not share the information with anyone else.
7. Take care of yourself. Those receiving reports of sexual misconduct can experience second hand trauma. Fairfield University employees have access to support through the Employee Assistance Program (EAP). For information or a referral please contact the Office of Human Resources.

Fairfield University is committed to protecting the community safety and supporting victims and survivors of sexual assault, intimate partner violence, and stalking.

Office of Title IX & Equity Compliance

Megan D. Monahan, J.D., Director, Title IX & Equity Compliance
Barone Campus Center, 408 | 203-254-4357 (HELP) | mmonahan@fairfield.edu

Call 911 or DPS at 203-254-4090 immediately if you believe there is an immediate threat to the campus community, the safety of another person or if you witness a criminal event.

Am I a Responsible Employee?

Any employee, including faculty, who does not have confidentiality due to professional licensure or ordination, or who has such licensure or ordination but is not working within its scope, is a responsible employee with an obligation to immediately report information regarding sexual misconduct of which they become aware to the Office of Title IX & Equity Compliance.

Sample Discussion Script

Student: I need to tell someone about something that happened.

Responsible Employee: I'm here for you. What happened?

Student: Well, I met this senior at a party last weekend and they seemed really nice at first. They asked me to go somewhere private with them, but...

Responsible Employee: I appreciate you trusting me with this information, but before we continue this conversation I need to let you know a few things. Because of my role here at the University, I have an obligation to share anything I learn about incidents of sexual misconduct with our campus Director of Title IX and Equity Compliance. It's our job to make sure that you and all the other student on this campus are safe. If you don't want the school to know the details about what happened, I can point you to other people on campus who can keep your situation confidential. Though I must report, and can't treat this information as confidential, the University will be as discreet as possible. Furthermore, though I must report, it's up to you whether you would like to participate in the judicial process or the criminal justice process.

Student: OK, I understand. [Continues to disclose.]

Responsible Employee: Thank you for confiding in me. I know this was hard to share. I'm glad you came to me. I'm going to make a report to the Office of Title IX & Equity Compliance. The Director will then reach out to you to offer assistance and options.

If the student chooses confidentiality or decides not to report, he or she needs to understand that you will still need to report anything you learned up to this point.

If the student chooses confidentiality, or after they disclose to you, offer to walk with them to Counseling & Psychological Services. If they would like to make a report, offer to walk them to the Office of Title IX & Equity Compliance or DPS.

What if a colleague shares information of sexual misconduct?

You follow the same procedure if the person disclosing to you is an employee, not a student. However, instead of offering confidentiality or support through Counseling & Psychological Services, refer the individual to Human Resources for EAP information.

On-Campus Confidential Resources for Students

Counseling and Psychological Services,
203-254-4000, ext. 2146

Sexual Assault Resource & Support,
203-256-7272

Student Health Center, 203-254-4000,
ext. 2241

Clergy, 203-254-4000, ext. 3405

Off-Campus Confidential Resource for Students, Faculty, and Staff

In addition to the confidential resources listed, all students, faculty, and staff can access confidential services off-campus at The Center for Family Justice. The Center provides free and confidential trauma-informed services and coordinates care for all victims and survivors of sexual violence.

The Center for Family Justice, Inc.
753 Fairfield Ave., Bridgeport, CT
Main number: 203-334-6154



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