

End Sexual abuse of Children with

ESCAPE
Awareness Prevention Education

6 Steps for
Preventing Adult Sexual Misconduct
& Child Sexual Abuse



Brought to you by
Schools Insurance Authority, SIA

Response to Reports: Suspected Abuse by a School Adult

School Adult:

- If you witness abuse, interrupt the behavior immediately
- If abuse is disclosed to you, assure the individual disclosing that he or she did the right thing by telling you
- Report the incident immediately to Child Protective Services as applicable
- Report the incident immediately to Local Law Enforcement as applicable
- Report the incident/policy violation immediately to the District Superintendent or designee or via the anonymous reporting tool provided by the District
- Document the incident, disclosure with observed and factual information only. Opinions should not be included on the incident report.
- Do not investigate the incident yourself

Supervisor and Administrator: In addition to the above response procedures, supervisors and administrators should ensure the following:

- Determine the immediate needs of the victim and provide information regarding services available.
- Ensure that the incident has been reported to the proper authorities; Child Protective Services, Local Law Enforcement and District Superintendent or designee or via the anonymous reporting tool provided by the District
- Notify parent/guardians of the student(s) of the incident and ensure them that all appropriate and required reports have been filed
- Remove the accused from access to students
- Review the file of the accused
- Gather and document information surrounding the incident
- Local Law Enforcement and Child Protective Services have a responsibility to investigate suspicion of criminal activity or child abuse. The District has a responsibility to investigate policy violations. Coordinate with Child Protective Services and Local Law Enforcement as to who will perform various aspects of the investigation.
- If authorities request that the District takes no action, document the request and proceed in accordance with it.
- If authorities do not request that the District take no action, District officials may proceed with the internal investigation or contract with a third party investigator to complete the internal investigation
- If abuse and/or violations of School policies are confirmed, follow the District's disciplinary procedures.
- Report to the California Commission on Teacher Credentialing (CCTC) regarding possible educational misconduct, as required
- Develop a written corrective action or follow-up plan in response to the incident including, but not limited to; targeted training on boundary policies and appropriate behaviors with students
- Notify the community as appropriate

District Response: After the internal investigation is complete, the District will review the following to provide additional protections for students:

- Consider the need for additional supervision
- Consider the need for revised policies or procedures
- Consider the need for additional training

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Response to Reports: Student-to-Student Sexual Activity/Abuse

School Adult Response: In the event that a School Adult sees a student exhibit sexualized behaviors or suspects unlawful student-to-student sexual activity, the School Adult should do the following:

- Report the incident immediately to Child Protective Services as applicable
- Report the incident immediately to Local Law Enforcement as applicable
- Report the incident immediately to the District Superintendent or designee
- Document the incident, disclosure with observed and factual information only. Opinions should not be included on the incident report.
- Do not investigate the incident yourself

Supervisor or Administrator Response: In the event that a supervisor or administrator receives a report of a student's sexualized behavior or unlawful student-to-student sexual activity, the supervisor should do the following:

- Determine the immediate needs of the victim and provide information regarding services available including Title IX rights.
- Ensure that the incident has been reported to the proper authorities; Child Protective Services, Local Law Enforcement and District Superintendent or designee.
- Notify parent/guardians of both students of the incident and ensure them that all appropriate and required reports have been filed.
- Remove the accused student from access to other students.
- Review the file of the accused student for prior incidents.
- Gather and document information surrounding the incident.
- Local Law Enforcement and Child Protective Services have a responsibility to investigate suspicion of criminal activity or child abuse. The District has a responsibility to investigate policy violations. Coordinate with Child Protective Services and Local Law Enforcement as to who will perform various aspects of the investigation.
- If authorities request that the District takes no action, document the request and proceed in accordance with it.
- If authorities do not request that the District take no action, District officials may proceed with the internal investigation or contract with a third party investigator to complete the internal investigation.
- If abuse and/or violations of School policies are confirmed, follow the District's policy for student disciplinary procedures.
- Develop a written corrective action or follow-up plan in response to the incident.
- Notify the community as appropriate in coordination with your District Public Information Officer.

District Response: After the internal review of the sexualized behavior or unlawful student-to-student sexual activity, the District will determine what can be done to prevent a reoccurrence, such as:

- Consider the need for additional supervision
- Consider the need for revised policies or procedures
- Consider the need for additional training
- Alert others in the organization as per your policy