CHECKLIST FOR SEXUAL MISCONDUCT POLICIES

(as well as other interpersonal safety issues)

Deirdre Loftus, Consultant, deirdre.loftus5@gmail.com

- ○Are policies well-organized with a table of contents or index?
- ○ Are policies formatted with thoughtful graphic design?
- ○ Do policies acknowledge the unique nature of outdoor settings and state expectations for the normal physical and/or emotional interactions that employees and participants should expect when joining your organization's community? *(especially those that may be normal for you, but surprising or different from conventional educational institutions)?*
- ○ Do policies affirm the organization's commitment to a safe, inclusive, and respectful environment, explicitly stating zero tolerance for sexual misconduct, including retaliation?
- ○Does your organization distinguish consensual sexual activity from inappropriate sexual behavior or sexual misconduct?
- ○ Do policies clearly define different forms of inappropriate sexual conduct or sexual misconduct, such as inappropriate sexual behavior, unwanted sexual contact, sexual harassment, sexual exploitation, sexual assault, relationship violence, stalking, and retaliation?
- ○ Do policies include an expectation for and definition of consent? *(including what consent IS, not just what it isn't)*
- ○ Do policies state that inappropriate sexual conduct may result in discipline, including dismissal and ineligibility for future participation or employment?
- ○ Do policies state how employees and participants can report an incident, including who they report to and how the organization will respond?
- ○ Do policies give guidance to employees about responding to a disclosure of harm, including relevant resources, actions steps, interim measures, investigation and decision making information, and outcomes?
- ○ Do policies explain the rights *(such as privacy, fairness, a support person, etc.)* of anyone who is involved in a situation where possible harm is reported?
- ○ Do policies set an expectation for what participants and employees should do after they've caused harm, intentionally or unintentionally?
- ○ Do policies list relevant outside resources (other agencies) for medical, emotional, and other support?
- ○ Do policies outline requirements for mandatory reporting for any disclosure or incident involving a minor?
- ○ Do policies outline protocols for parental notification: under what circumstances are families notified, including if expectations change for consensual sexual encounters vs. inappropriate sexual conduct?
- ○ Do policies provide information about expectations for one-on-one interactions with participants?
- ○ Do policies describe the ongoing actions taken within the organization to prevent sexual misconduct, including information about training for employees and participants?
- ○ Are policies free from gendered language?
- ○ Can an employee or participant find a specific policy from your website in less than five minutes?
- ○ Do policies include the date when your policy was last revised?