

TIPS FOR MANDATORY REPORTERS: NAVIGATING A SENSITIVE DISCLOSURE

1



A student comes to you and says something like, "I need to talk to you but I want you to keep it private."

2



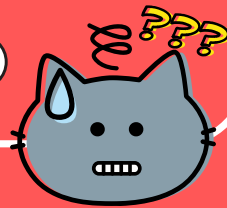
Tell the student you are a mandatory reporter. This means you have to make a report if what they tell you contains certain information.*

4



If the student is okay with you making a report, encourage them to tell you their story.

3



The student may not want you to make a report, or may not be sure whether they are ready. In this case, offer confidential resources.**

5



Ask if the student would like to make the report with you. This can be done via phone, online, or by going to Campus Safety or the Title IX office.

6



The student may not want to be present when you make the report. If so, take as many notes as possible and make the report as soon as you are able.

8



Ask the student how they plan to take care of themselves. Disclosures such as this can be hard, even if they aren't retraumatizing. Offer to connect to Counseling Services or a local provider.**

7



Remember to center the student's needs and desires as much as possible. They should be in control of their story.

SOME ADDITIONAL TIPS:

- Thank the student for reaching out and offer support. "I'm glad you told me and I'm happy to help!"
- Acknowledge the situation. You can say things like, "That sounds very hard and I'm sorry that happened to you."
- Don't ask the student what they were wearing, what they were doing out late at night, or anything that could insinuate blame on their part.
- Employees are discouraged from launching their own investigation. Reports are made to pass on information to those who are trained to conduct the investigation.
- If you witness an incident occurring, you are not required to disclose that you are a mandatory reporter and are encouraged to make a report immediately.

*WHAT DO I HAVE TO REPORT?

Identity-based discrimination, harassment, sexual misconduct, intimate partner violence, stalking, retaliatory harassment, and criminal behavior that any employee becomes aware of occurring on College property, at a College event, or allegedly involving a member of the College community (faculty, staff, or student).

**CONFIDENTIAL RESOURCES @ MBERG:

- Counseling Center: 484.664.3178 (24/7)
- College Chaplains: 484.664.3121
- Health Center: 484.664.3199

CONFIDENTIAL RESOURCES ELSEWHERE:

- RAINN online chat: hotline.rainn.org/(click "Go Chat" - can be used on laptop or mobile)
- Crime Victims Council: 610.437.6611 (24/7)
- Turning Point: 610.437.3369 (24/7)

REPORTING RESOURCES @ MBERG:

- Campus Safety: 484.664.3110
- Equity & Title IX: 484.664.35622

REPORT ONLINE:

muhlenberg.edu/webapps/incidentreporting