

HR Management  
**Child Protection  
Workshop**

**December 6, 2019**



# ACIS HR Tool Kit

- Educator Sexual Misconduct Prevention Checklist
  - FRISK™ Framework
  - Sample Letter of Discipline
- EEOC & Hostile Work Environment

# Educator Sexual Misconduct Prevention Checklist

## 1. Delineate Responsibility for Overseeing Child Protection and Risk Assessment

As a fundamental step in building a culture designed to prevent educator sexual misconduct, every school should ensure an individual or team is charged with addressing the risks associated with educator sexual misconduct.

### Guiding Question:

- Who is charged with child protection and risk assessment in our school?

## 2. Establish and Update Written Protocols

Every school should have a written plan that addresses student safety protocols. Consideration should be given to hiring an outside consultant or legal counsel to assess the approach and to audit policies, practices, and procedures.

### Guiding Questions:

- Do we have a written plan?
- Would it be beneficial to secure a 3rd party for review and guidance?

## 3. Establish Policies for Clear and Appropriate Professional Boundaries Between Students & Adults

Policies should be specific to sexual misconduct and abuse; it will not be tolerated.

### Guiding Questions:

- Does our policy language and code of conduct address the following safety components?
  1. Interactions Between Students and Adults: Interruptible and Observable
  2. Physical Contact: Tickling, Hugging, Wrestling, Etc.
  3. Technology: Texting, Telephone, Social Media, Records Retention
- What physical spaces are risky? What might mitigate the risk?

## 4. Create and Maintain an Internal Reporting and Evaluation System

### Evaluation

Behavioral standards, often referred to as a code of conduct, should outline expectations for professional behavior. These standards should provide guidelines for staff, students, parents, contractors, and volunteers.

### Guiding Questions:

- To what degree are behavioral standards articulated?
- Is there alignment between staff and family handbooks?
- Do staff, contractors, and volunteers acknowledge these in writing?

### Internal Reporting and Tracking

Schools should have an internal reporting system that allows anonymous or confidential reporting of boundary violations or suspicions of boundary violations.

### Guiding Questions:

- What are the reporting mechanisms?
- Are staff trained to respond?

## 5. Conduct Rigorous Screening for Potential New Hires

### Guiding Questions:

- Are we asking the right questions?
- Are we consistently conducting reference checks?
- Are we getting criminal history checks?
- Should we consider reviewing social media accounts on the internet?
- What is our consistent process for providing references?

# Educator Sexual Misconduct Prevention Checklist

## 6 . Provide Regular Training About Preventing Sexual Abuse

School employees should be provided regular training to prevent and report abuse. Adults responsible for off-campus events and overnight trips should be trained.

Guiding Questions:

- What training has been provided to staff in the prevention of sexual abuse?
- What are the guidelines for off-campus events and overnight trips?
- Is this “OK” exercise?

## 7. Establish Procedures to Respond to, Report, Record and Track Reported or Suspected Cases of Sexual Misconduct

Guiding Questions:

- Do staff understand their mandatory reporting role and know how to report?
- Do handbooks provide reporting information?

## 8. Identify a Team to Respond to Allegations of Misconduct

Guiding Question:

- Do we have a team to respond to reports or suspicions of child abuse?  
(Head of School, board chair, other officers, legal counsel, other division heads, school counselor, etc.)

## 9. Evaluate the School’s Insurance Policies Regarding Educator Sexual Misconduct

Guiding Questions:

- Is there sufficient insurance policies to cover an event of educator sexual misconduct?
- Is there benefit in having a 3rd party evaluate the comprehensiveness of the insurance policy?

FRISK™ is an acronym for the universal components which should be used in verbal and written communications whereby correcting employee actions. The easy to understand acronym is adapted from Steve Andelson's FRISK™ Documentation Framework.

F = Facts

R = Rule

I = Impacts

S = Suggestion

K = Knowledge

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## Sample Template

**TO: Employee Name**

**FROM: Name, Title**

**DATE:**

**RE: Meeting Recap/Memorandum of Concern/Memorandum of Warning/Written Reprimand**

**On** \_\_\_\_\_, state the facts.

**Per** \_\_\_\_\_, state the policy, rule, handbook, job description, prior directive.

**As a result,** \_\_\_\_\_, state the impact.

**Effective immediately,** \_\_\_\_\_ **you are required/directed to:** state the expectation and the support provided.

**Thank you for your attention into this matter.**

**Cc: (Name of School) Personnel File**