

POLICY/REGULATORY NOTICE/ACKNOWLEDGEMENT



TO: All faculty and staff of Willamette University

FROM: The Offices of the President and Human Resources

RE: REQUIRED REPORTING ACKNOWLEDGMENT

The reason for this notice and attached policy is to make you aware that under **Oregon** law, any school employee who suspects child abuse is required to report it to the appropriate authorities. Further, under Title IX of the Educational Amendments of 1972, any University employee who becomes aware of potential sexual misconduct by a student must report it to the University's Title IX Coordinator. The attached policy outlines these expectations in greater detail, but following are key points:

CHILD ABUSE

- Suspected child abuse must be reported to the Department of Human Services by calling (503) 378-6704 if you are in Marion County. During non-business hours, reports can be made by calling 911.
- As a "school employee", this obligation of state law is applied to all of us who work for Willamette University, whether knowledge of the suspected abuse comes about as a result of your work here, **or in the regular course of your daily life**, and should also be made even if the child or child's family member does not wish to file a report.
- This applies to all children under the age of 18.
- If it occurs on our campus and/or is related to the work of the University, you must also report child abuse to Campus Safety at (503) 370-6911 (ext. 6911 on campus).
- If you have questions about mandatory child abuse reporting, the following link to the state Department of Human Services website is an excellent resource. You may also contact Human Resources.
- www.oregon.gov/DHS/children/abuse/cps/report.shtml#question1.

STUDENT SEXUAL MISCONDUCT

- Reports or disclosures by Willamette University students related to sexual assault or harassment must be reported to a Title IX Coordinator. For more information on how to report, see attached policy or www.willamette.edu/sexualmisconduct/
- You cannot commit to keep a student's disclosure of sexual assault confidential **even if asked**. You must ensure the information is brought to someone who is trained to assist the student (Title IX Officer).
- You can promise the matter will be handled with the utmost care and concern for privacy by those who will assist the student.
- You can refer the student to confidential resources on campus who are not required reporters under this policy: 1) Bishop Wellness Center 2) University Chaplains
- You can ensure the student is safe and receives support.

Thank you for doing your part to ensure our responsibilities are met relative to these laws, but also in helping ensure a community that cares about those least able to protect themselves. The consequences of failing to do one's part in this regard are dire – the health, happiness and safety of others is at stake.

Please acknowledge your understanding and receipt of this policy below. We will make a copy of this form for your reference. As always, please don't hesitate to contact the Office of Human Resources with any questions about these laws and our responsibilities.

Employee Signature

Date