

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS • WWW.NYFA.EDU

Employee Checklist for Helping Students Who Report Sexual Assault

*This form is intended for use by staff & faculty working with a student reporting an assault as a helpful worksheet only. Follow the check list below after you have filled out an **Incident Report for Sexual Misconduct**.*

___ Confirm that the student has a safe place to go and/or immediate personal support. If not, immediately work with the student to find a safe place to stay.

___ Encourage the student to consider to going to the hospital. Refer to Student the Resource Sheet for nearby Rape Crisis Hospitals. If the student is looking for assistance and it is 9am -5pm on a business day, bring them to the Title IX Coordinator or School Counselor.

___ Encourage the student to file a report with local law enforcement. Offer the student support with reporting the incident in-person to the local police station. If the student is looking for assistance and it is 9am -5pm on a business day, bring them to the Title IX Coordinator or School Counselor.

___ Encourage the student to file a report with the Title IX Coordinator. Explain that the report made today is required to be passed on to the Title IX Coordinator. If the student is requesting confidentiality, the Title IX Coordinator will evaluate such request.

___ Inform the student that NYFA has a disciplinary hearing process for incidents of sexual misconduct and that this process can be confidentially discussed with the Title IX Coordinator without filing criminal charges. Offer to bring the student to the Title IX Coordinator.

___ Provide the student with a copy of *Student Resources and Reporting Options Guide for Sexual Assault, Complaint Timeline, and Suggested Actions for Victims of Sexual Violence*. Review the resources with student.

___ Encourage the student to speak directly with the Title IX coordinator for assistance understanding, evaluating, and choosing among the support services described in NYFA's Sexual Misconduct Policies and Procedures. Offer to facilitate such a meeting.

___ Encourage the student to consider counseling services through NYFA's School Counseling Offices.

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