

Conversation Guideline for Mandated Reporters

Remember you are a **Private Resource**.

You **LEGALLY** have to notify the TIX Coordinator if made aware of any incident of Sexual Harassment.

Begin with empathy and active listening

"I appreciate your trust in sharing this with me. It takes courage to speak up about such matters. Please know that I'm here to listen and support you."



****Explain your role as a mandated reporter****

"As a university staff member, I have a legal obligation to report incidents related to Title IX. This means I need to ensure the safety and well-being of all students. However, I want you to know that your confidentiality is important to me, and I'll handle this matter with care."



Assure confidentiality within legal limits

"While I'm required to report the incident, I want to assure you that I'll maintain confidentiality to the extent permitted by the law and university policy. I will share the information only with those who need to be involved to support you."



Ask them if they want to be involved in filling out the incident report

"Since I am required by law to report incidents related to Title IX, I have to fill out an incident report. This does not have to involve your participation and the choice is completely yours whether you want to fill out the report together or have me do it alone."

REMEMBER:

You should never force a person to talk about their previous trauma.

**SUNY GENESEO
TITLE IX OFFICE**



Provide information about available resources:

"We have resources on campus that can offer support during this time. Would you like me to connect you with our Title IX office, counseling services, or other relevant support services? The Title IX Coordinator will also send you an email with available resources."



Ensure the student's safety and well-being

"Your safety is a priority. If you have any immediate concerns, please let me know, and we'll take appropriate measures to address them. Our university is committed to providing a safe and inclusive environment."



Explain what will happen after the incident report is submitted

" Filing an incident report only opens the door for communication between you and the Title IX Coordinator. You are in the driver's seat, nothing will move forward to an investigation with your go-ahead. The Title IX Coordinator will provide support and various supportive measures."



Reiterate ongoing support and follow-up

"I want you to know that support does not end here. There are available resources that can be there for you whether you decide to report or not. "

TAKE CARE OF YOURSELF!

Receiving a disclosure might affect your personal wellbeing. These resources are readily available and provide support for anyone, including you.