**Denver Urban Debate League**

**Handbook of Guidelines**

**Prevention of Sexual Abuse, Molestation, and Misconduct**

**Definitions**

Sexual Abuse and Molestation: For the purposes of this document, sexual abuse and molestation will refer both to unwanted sexual advances, coercion, or touching, and any sexual contact between a staff member or volunteer in a position of trust and a student, whether wanted or unwanted and on or off premises. Sexual contact between any persons during a Denver Urban Debate League (DUDL) sponsored event is strictly prohibited.

**Prevention Statement**

It is the express policy of this organization that staff and volunteers shall not engage in sexually oriented activity, including unlawful sexual conversation, with each other during DUDL sponsored events nor with students at any time.

**Hiring of Staff**

All staff hired by DUDL on a full or part time basis must submit to criminal background checks by both the University of Denver and Denver Public Schools. Any volunteer with more than monthly unsupervised contact with students must submit to a criminal background check by Denver Public Schools.

**Policy**

Conduct: Any person associated with this organization who violates this policy will be immediately discharged or dismissed as a volunteer, and may be reported to the proper civil and/or criminal authorities.

Reporting: Sexual abuse, molestation, and misconduct are a crime, and any person associated with this organization who knowingly fails to report such activity to DUDL immediately will be immediately discharged or dismissed as a volunteer, and may be reported to the proper civil and/or criminal authorities.

Confidentiality: Any actions or activity taken under this policy will be kept confidential to the greatest extent consistent with this policy and applicable law.

**Rules**

1. Staff and volunteers should avoid being alone with a student. To prevent this occurrence, always have at least two staff or volunteers, or two students present. If not possible, keep time alone with students to a minimum.

2. Physical contact between students and staff members/volunteers should be kept to an absolute minimum. Staff members/volunteers should keep physical contact within the norms of professional and appropriate behavior.

3. Private transportation of students by staff members or volunteers should also be kept to a minimum. The staff member or volunteer should avoid being alone with a student.

4. All contact between staff/volunteers and students outside of DUDL sponsored events, including online, must remain within the norms of professional and appropriate behavior at all times, regardless of the student or staff/volunteer’s age.

**Immediate Reporting and Response**

If sexual abuse, molestation, or misconduct are suspected, discovered, or alleged, the following steps must be taken. All such steps must be documented.

1. All staff members must report immediately by phone or in person to their supervisor of any suspected sexual activity, misconduct, or relationship of another employee or volunteer in violation of this policy.

2. Any employee or volunteer who is suspected of, or reported as, engaging in sexual activity, misconduct or relationships with a service recipient, should be immediately suspended, if applicable, pending the outcome of an investigation into the allegations of abuse.

3. The suspicion of child abuse of any kind should immediately be reported to the DCFS Child Abuse Hotline, 1-800-25-ABUSE.

4. The supervisor, Executive Director, and/or Board of Directors Co-Chairs will conduct, or appoint an investigator to conduct, interviews and an investigation into suspicions and/or allegations.

5. The Executive Director will notify the insurance carrier of the allegations and seek advice in immediate handling of the matter.

**Investigation**

Any investigation report should include:

Name and title of the reporter.

Name, address, age, and sex of the accused, victim, and accuser if different than victim.

Description of incident/activity/misconduct.

How misconduct was discovered.

Where and when misconduct took place.

Names of witnesses.

Witness statements.

Any and all interviews must be conducted in the presence of at least one witness and be thoroughly documented.