

Reporting Allegations of Sexual Misconduct



Association for Teen-Age Diplomats

Based on the United States Department of State regulations, ATAD is required to report any International Student allegations of sexual misconduct, abuse, or exploitation to both the US Department of State and to local law enforcement agencies. This policy outlines the steps that must be followed to assure this regulation is effectively met.

PROCEDURE:

1. The person receiving a complaint from an International Student, or suspecting the sexual abuse or exploitation of an International Student, will contact the ATAD President within 24 hours. If the President is not available, the person will contact the ATAD Board member left in charge in the President's absence.
Hereafter, the "ATAD President" shall mean the ATAD President or the ATAD Board member left in charge in the President's absence.
2. The ATAD President will determine if the student should be immediately removed from the situation, and take action accordingly.
3. The ATAD President will contact the ATAD Attorney.
4. The person reporting the complaint will meet with the ATAD President and Attorney to discuss the facts of the situation.
5. The person reporting the complaint, the ATAD President and the ATAD Attorney will meet with the International Student and others if appropriate to obtain additional information.
6. If there is uncertainty whether or not to report the case, the Sexual Abuse Hotline at 1-800-342-3720 may be called for advice.
7. If sexual misconduct, abuse, or exploitation is indicated, an ATAD representative will take appropriate steps to remove or protect the student from the situation. The ATAD President will call the Sexual Abuse Hotline at 1-800-342-3720 and complete the "New York State Report of Suspected Child Abuse or Maltreatment."
8. The ATAD President will document the incident, including the evidence, meetings, conclusions, and if the Sexual Abuse Hotline was contacted. This report will be sent to the United States Department of State, whether this was deemed a case of sexual exploitation or not. This documentation will be kept in the ATAD President's file for 3 years.