

## Sexual Assault

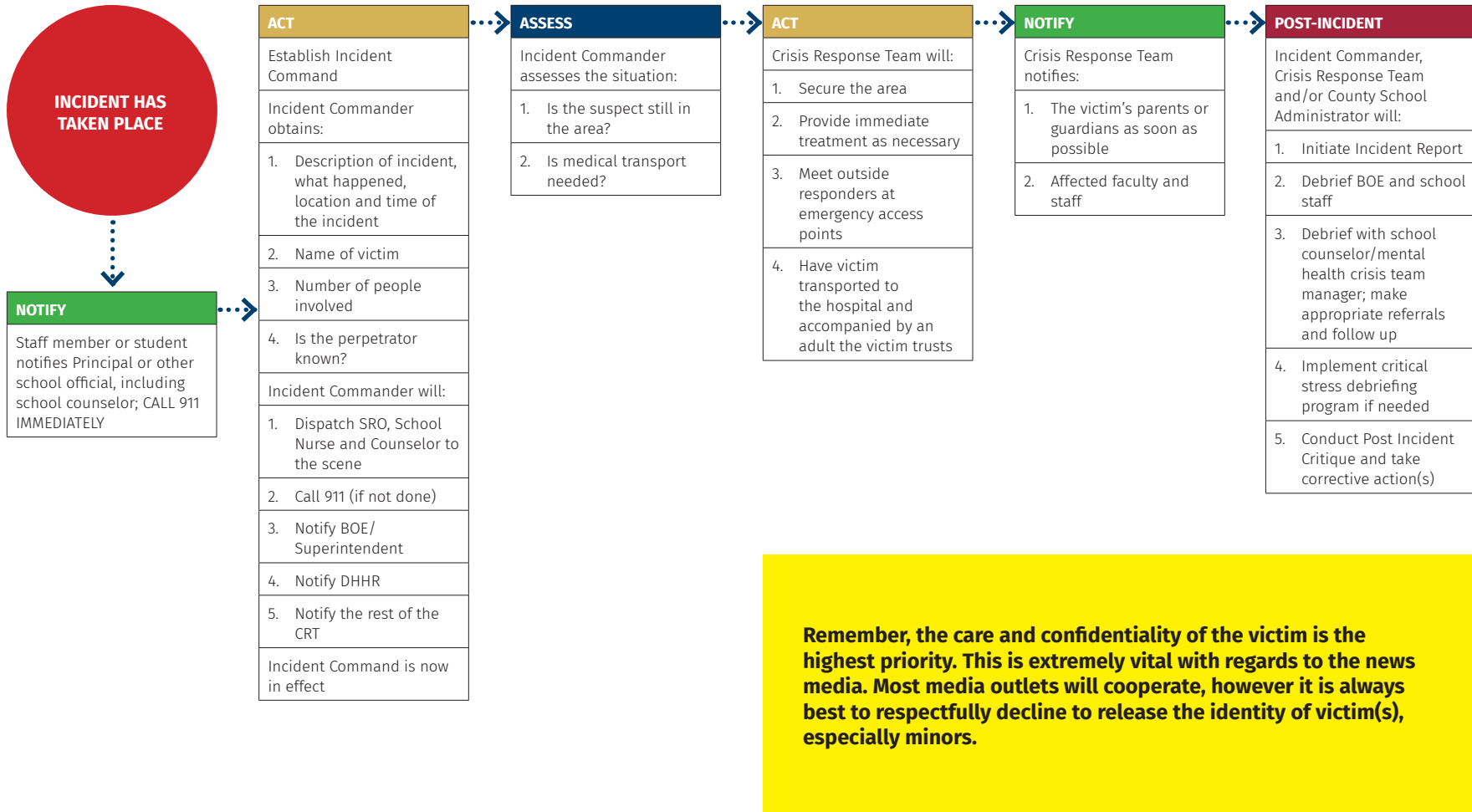
Criminal sexual assault involves non-consensual sexual penetration or touching of a person’s intimate parts including the breasts, buttocks or genital areas. Sexual penetration includes oral sex or any insertion of an object into a person’s genital or anal opening. Consensual sexual penetration involving an adult and a person under the age of 16 is a criminal offense.

### General Information:

- Call SRO and/or 911 as quickly as possible
- Comfort the victim and advise them medical response is coming
- Make a detailed report of the incident
- A statement should be taken from any person(s) that witnessed the incident
- Stay with the victim during the incident until relieved by school medical personnel or first responders
- DHHR must also be notified

It is critical to ensure that the identity of any victim(s) or minor suspects be protected from release to any outside sources.

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Identify the problem and location</li> <li>• Secure the area</li> <li>• Notify the SRO if available, or call local law enforcement</li> <li>• Assess whether the suspect can be safely isolated or detained</li> <li>• Secure emergency information on suspect, victim and witnesses if possible</li> <li>• Coordinate the actions of the CRT and other internal responders to maintain care of the victim(s)</li> <li>• Maintain control of the scene</li> <li>• Prepare to quickly Lockdown the school or areas of the school, if necessary</li> <li>• Assist external responders with Lockdown and emergency procedures</li> <li>• DHHR must also be notified</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Report to the IC for instructions.</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Report to the scene</li> <li>• Comfort the victim</li> <li>• Provide medical treatment</li> <li>• Update paramedics when they arrive</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Follow school protocol to support all students including those with disabilities and emotionally vulnerable students.</li> <li>• Support Abused Student(s)</li> <li>• Assist with contact of parents, as needed.</li> <li>• Maintain confidentiality.</li> <li>• Make appropriate referrals</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Respond to the scene</li> <li>• Call for additional support if needed</li> <li>• Diffuse incident/threat if it is still active</li> <li>• Secure scene and keep spectators out of the area</li> <li>• Conduct complete and thorough criminal investigation</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC for instructions</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC for instructions</li> </ul>



County boards of education shall provide all employees with a written statement with the reporting requirement **§49-2-803. Persons mandated to report suspected abuse and neglect; requirements** and shall keep a signed acknowledgment from all school employees that they received and understand the reporting requirement.

Any report which a reasonable prudent person would deem credible, or personal observation of any sexual contact, sexual intercourse or sexual intrusion of a child on school premises, school bus or transportation used for a school purpose shall **IMMEDIATELY, but not more than 24 hours**, report to:

1. State Police OR Local Law Enforcement with resources capable of investigating a sexual assault **AND**
2. West Virginia Department of Health and Human Resources (DHHR) **AND**

School officials will notify the victim's parent(s) or guardian(s); UNLESS the parents or guardians are suspected of the abuse or assault in which case law enforcement and DHHR will handle as part of their formal investigation. IF a school employee notifies a Principal or Assistant Principal of a credible report of sexual assault or personal observation of such, they shall relay the reporting **IMMEDIATELY, but not more than 24 hours to the State Police/Law Enforcement AND WV DHHR/Child Protective Services 800-352-6513.**