

Teaching Family Homes of Upper Michigan



YOUTH SAFETY GUIDE

The Basics

While you are at Teaching Family Homes of Upper Michigan (TFH), it is important to us that you remain safe and free from sexual abuse/assault and sexual harassment. We want to help all youth become successful in an environment that is safe.

WHAT'S INSIDE:

Read this booklet to learn how to stay safe at TFH:

Pg. 2	The Basics
Pg. 4	Definitions
Pg. 6	The Problem of Sexual abuse/Assault and Sexual Harassment
Pg. 8	Staying Safe
Pg. 10	Your Rights
Pg. 11	How to Report Sexual Abuse/Assault and Sexual Harassment
Pg. 12	If Sexual Abuse/Assault or Sexual Harassment Occurs
Pg. 14	Rape Crisis and Victim Advocacy Organizations

This facility is required to comply with Federal PREA standards. This booklet is designed to help you understand your rights under PREA standards and give you important information about your safety. Youth and staff safety is one of the most important values of TFH.

It also tells you how to:

- ◇ **Be safe at TFH facilities**
- ◇ **Get help if you are sexually abused/assaulted or sexually harassed**
- ◇ **Take the right steps to report if you are sexually abused/assaulted or sexually harassed**

TFH Has a Zero Tolerance for Sexually Abusive/Assaultive and Sexually Harassing Behaviors

This means if any youth or staff member is sexually abusive/assaultive or sexually harassing, TFH will investigate the allegation sexual abuse/assault or sexual harassment. The investigation will follow laws and rules in accordance with the state of Michigan and federal PREA standards.

Definitions

Sexual abuse includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, be a hand, finger, object, or other instrument, and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
- (5) Any attempt, threat, or request to engage in the activities described in paragraphs (1)-(4).
- (6) Any display by a youth, staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breasts in the presence of a youth or resident, and
- (7) Voyeurism.

Definitions

Voyeurism — means an invasion of privacy of a youth or resident by staff for reasons unrelated to official duties, such as peering at a youth who is using the bathroom or shower; requiring a youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youth's naked body.

Sexual Assault — Any contact between the sex organ of one person and the sex organ, mouth or anus of another person, or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth or anus of another person, by the use of force or threat of force (ORC 2907.02).

Sexual Harassment — includes:

- (1) Repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to a youth or resident by a staff member, contractor, or volunteer. Including demeaning references to gender, sexually suggestive or derogatory comments.

The Problem of Sexual Abuse/Assault and Sexual Harassment

Whether you are living in a group home or the community, the possibility always exists that another person may sexually abuse/assault or sexually harass you.

It is wrong for anyone to threaten or hurt another person. Everyone deserves to be safe.

Sexually abusive/assaultive and sexually harassing behaviors are criminal acts and will be investigated and prosecuted when possible. This includes sexual abuse/assault and sexual harassment.

Sexual and Romantic Activity

All sexual or romantic activity between staff members, volunteers, contractors, and youth is prohibited and may be against the law. Also, sexual activity between youth and other youth is prohibited and in some cases is against the law.

TFH Works Hard to Keep You SAFE

Staff members will do everything they can to prevent sexual abuse/assault and sexual harassment.

The actions they will take include:

- **Supervising youth closely.**
- **Creating and enforcing rules to keep staff members and youth safe.**
- **Holding a person accountable (no matter who they are) if they sexually abuse/assault or sexually harass someone else. This means staff members will report the sexual abuse or sexual harassment so it can be investigated.**

Staying Safe

Promoting safety is not only what staff members do, but what you, as a youth must do. Here are some things you can do to remain safe.

PAY ATTENTION TO:



* **Where you are -**

Avoid being isolated away from the main group where staff members can't see you. Position yourself in plain view. Sexual abuse/assault and sexual harassment happens more often when a youth is isolated and alone with another person than when the youth is part of a group.

* **Situations that make you feel uncomfortable -**

Trust your gut feeling. If a situation feels wrong, it most likely is. Work to get yourself out of the situation and then report the situation to a staff member.

* **Special attention someone may be giving just to you -**

This may be favors, romantic or sexual advances, gestures or talk. This includes sharing secrets. You need to report this to a staff member.

* **Who you tell private information to -**

Youth have been known to use this information to get another youth to engage in inappropriate behaviors.

DO NOT:

- ◇ **Accept any offer of protection**
Someone offering to protect you from consequences or harm from anyone else will want something in return
- ◇ **Accept a loan or gift**
Do not borrow, gamble, or trade anything. Avoid owing anything to anyone.
- ◇ **Don't let manners get in the way of keeping yourself safe**
Do not be afraid to shout "NO" or "STOP IT NOW"!

TAKE ACTION!!

- ◇ Tell a staff member immediately if someone tried to isolate you, singles you out, gives you anything special, wants to trade or loan an item, or offers you protection
- ◇ It is very important that you report these things to a staff member.
- ◇ If the staff member doesn't take you seriously or does not believe you, tell another staff member about it.

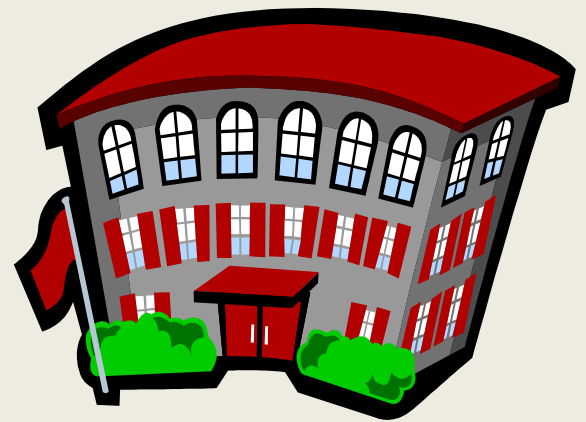
Your Rights

You have the right to be free from sexual abuse/assault and sexual harassment. You also have the right to be free from retaliation for reporting incidents of sexual abuse/assault and sexual harassment. If you are sexually abused/assaulted or sexually harassed or know of someone that has been sexually abused/assaulted or sexually harassed at your facility, you need to report it to a staff member immediately. Reporting can be hard to do but it will make sure that you or others are safe from harm. It also means that the person who caused the harm may not harm you or others any more. This is a very important way to make sure where you live is safe.

How to Report Sexual Abuse/Assault

Talk to or send a letter or note to any of the following:

- Direct Care Staff
- Counselors
- Consultant/Supervisor
- Social Worker
- Teachers
- Other staff members at your facility



Or, you can make a report by:

- Filing a grievance and putting it in the locked grievance box in your unit
- Calling your attorney
- Asking a staff member to help you research available legal services
- **Contact your PREA Compliance Manager, or**
- **Contact your PREA Coordinator**

If Sexual Abuse/Assault or Sexual Harassment Occurs

What are the steps I should take if I'm sexually abused/assaulted?

If you have been sexually abused/assaulted, it is important that you do the following

- * Report the sexual abuse/assault to a staff member
- * The staff member will separate you from the alleged abuser/assaulter and ensure that you get medical attention immediately. You will also receive the behavioral health services you need.

The following steps help preserve evidence so TFH can take action against the person who is alleged to have abused you. It is important that you avoid the following until you get medical attention:

DO NOT:

Shower or wash
Use the bathroom
Eat or drink
Brush your teeth

What are the steps I should take if I'm sexually harassed?

If you have been sexually harassed, it is important that you do the following:

- Report the sexual harassment to a staff member
- The staff member will separate you from the alleged harasser and you will receive the behavioral services you need.

What will happen if I sexually abuse/assault or sexually harass someone?

We will investigate the sexual abuse/assault or sexual harassment and will seek criminal charges. If you are found guilty you could have legal consequences. If you have trouble controlling your actions, seek help so that you don't harm anyone.

What should I do if I witness sexual abuse/assault or sexual harassment or even just suspect I witnessed sexual abuse or sexual harassment?

You need to report any sexual abuse/assault or sexual harassment or suspected sexual abuse/assault or sexual harassment you witness. An investigation will take place to find the truth. You won't get in trouble if you make an honest report.

What will happen if I make a false report?

TFH takes reports of sexual abuse/assault and sexual harassment very seriously. If you choose to make a false report of sexual abuse/assault against anyone, it will be discovered. Anyone making a false report will be held accountable. This includes loss of privileges, intensive treatment planning, and possible criminal charges. Our goal is to provide the safest environment possible. Being honest in what you say and do is important.

Resources

Children's Protective Services:
1 (888) 444-3911

Women's Center Crisis Line:
(906) 226-6611

PREA Coordinator
(906) 249-5437

Limits to Confidentiality:

TFH must report all incidents of alleged sexual abuse and sexual assault to the appropriate Children Services Agency and other mandatory sources, even if you report an accident in confidence.

Statement of Understanding

I have read the Youth Safety Guide. I understand the procedures in this guide, and any questions I had were answered. By signing below, I am agreeing that I know the following things:

- ⇒ How to be safe in TFH facilities
- ⇒ What kind of things staff will do to help keep me safe.
- ⇒ My rights in regards to sexual abuse/assault, privacy, and confidentiality.
- ⇒ What to do and what not to do if sexual abuse/assault or sexual harassment occurs.
- ⇒ How to report sexual abuse/assault and sexual harassment.
- ⇒ What resources are available to me.

SIGNATURES:

Youth Signature

Date

Parent/Guardian Signature

Date

Staff Signature

Date