

FBBC&TS Reporting Responsibility Policy

Introduction

The purpose of this policy is to explain the responsibility of students, employees, and visitors to report potential or suspected violations of policies, regulations, and laws.

Policy Statement

The school has outlined standards of acceptable behavior and responsibilities which can be found in the following documents:

- Employee Handbook (The Christian Life);
- Faculty Handbook (Our Institutional Culture);
- Core Values (#3 & #5);
- Student Handbook (Statement of Purpose & Accountability and Disciplinary Procedures)

These documents make each of us responsible for bringing suspected violations of applicable standards, policies, laws, or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the institution. The institution depends on each individual to report potential or suspected violations of applicable laws, regulations, government contracts, and grant requirements. Failure to report known or suspected violations and crimes is itself a breach of the school's ethical standards and can lead to discipline of employees and students, up to and including separation from the school. As provided by the whistle-blower policy, reports made in good faith will not jeopardize the reporter's position or employment.

Standard for Good Faith Reporting

To the extent known, reporters are expected to provide truthfully and in good faith the following information:

- Name of the person engaged in misconduct;
- Name of alleged victims;
- Time and date;
- Location; and
- Information and evidence supporting the allegation that misconduct has occurred.

For emergencies, students, employees, and visitors should report by calling 911.

Physical and Sexual Abuse of Children

Consistent with Iowa Code §261.9(1)(h), institutional employees who in the course of employment receive information related to suspected physical or sexual abuse of children must immediately report such information to law enforcement and to the school nurse or the vice president for business, who will collaborate. Institutional employees who are mandatory reporters of all forms of child abuse (not just physical or sexual abuse) under state law must also fulfill their statutory obligation to report to the Department of Human Services as provided by Iowa Code §232.67-70. Institutional employees, students and visitors who are not mandatory reporters may, and are strongly encouraged to, report all forms of child abuse directly to the Department of Human Services as provided under Iowa Code §232.67-70.

[http://faithinside.fait.edu.local/resources/ FBBC&TS Reporting Responsibility Policy](http://faithinside.fait.edu.local/resources/FBBC&TS%20Reporting%20Responsibility%20Policy)