My name is and I am here to let you know that part of staff’s job is to keep you safe from sexual abuse and sexual harassment while you are here.

Sexual abuse is when anyone, including staff, volunteers, or someone else, touches or looks at your body in a sexual way. Sexual abuse is also when a resident touches or looks at your body in a sexual way *without your permission*. Sexual harassment is when anyone makes sexual comments or gestures that make you feel uncomfortable. Sexual harassment also includes rude or insulting comments that a person makes because you are or someone thinks you are LGBTI (lesbian, gay, bisexual, transgender, or intersex).

We don’t tolerate behavior that makes you feel unsafe. Sexual abuse and sexual harassment are never okay. Anyone who reports that they were sexually harassed or abused will be protected. Anyone — staff or resident — who sexually abuses a resident will be disciplined.

If you are sexually abused or harassed, remember that it is never your fault. We know it is hard to talk about, so we made sure that you have several ways you can get help. You can:

* File a grievance.
* Tell any staff at the facility (i.e. staff, nurse, chaplain, volunteer, PREA Coordinator, etc.).
* Tell anyone on your authorized phone/mail list (guardian, probation officer, juvenile counselor, DHS worker, lawyer, mentor etc.).
* Call or write the *[local rape crisis agency or contracted outside counselor information].*
* *Call the hotline [XXX-XXX-XXXX].*
* *Call or write to the [external oversight body].*
* *[Insert additional ways to get help]*

If you were sexually abused before coming to *FACILITY*, you can report it in the same way.

It is our policy that every report will be taken seriously and investigated. All residents who report sexual abuse have a right to: proper medical and mental health care, emotional support from a counselor from *[insert name of agency/individual]*, and protection from the staff or resident that abused them.

Once you are settled in, you will be signed up for and required to attend *(a) workshop(s)* on this topic. There you will learn more about sexual abuse and harassment, what you can do to prevent it, how to report it, and how to get help if it happens to you.

Do you have any questions? If you don’t have any more questions, please sign this paper that says you understood the information I shared with you and received the sexual abuse and harassment information packet.

If you have any questions, feel free to ask me or any of the other staff at any time. Know that we are here to help and that we are committed to providing a safe space, free from abuse, where you can get help when you need it. Thank you.