



Connecting Lives, Sharing Cultures

Sexual Miscounduct

Checklist for the AFS Participants

Sexual Misconduct:

Checklists for the AFS Participants

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What is Sexual Harassment?

Sexual harassment is any unwanted sexual attention:

- That is explicitly or implicitly made a condition for favorable decisions affecting one's employment or school standing, or
- That which creates an intimidating, hostile or offensive environment in the school or workplace.

AFS Intercultural Programs Philippines is dedicated to maintaining a zero tolerance for abuse. It is very essential that all stakeholders (i.e. students, families) actively participate in the protection of everyone. The purpose of this document is to ensure that any suspicion or allegation of sexual misconduct as defined below is reported to and addressed by AFS and host families in a prompt, supportive and consistent manner with the safety and well-being as the highest priority.

AFS purposely uses the term 'sexual misconduct' as it refers to a wide range of inappropriate physical or verbal behaviors. These inappropriate behaviors include (but are not limited to):

- Unwanted physical contact, not only limited to areas of the body commonly considered 'private' (such as face, hair, breasts, buttocks, genitals, etc.) Individuals may have different levels of comfort when it comes to physical contact, based on relationships and/or culture – for example in one context that may not be appropriate.
- Inappropriate comments of sexually suggestive nature.
- Invitations to view materials of sexual nature.
- Exposing oneself (i.e. showing someone your genitals)
- Using obscene language or content with sexual connotations in phone calls and text messages (e.g. sending a photo of your genital, discussing sexual acts or pornography, using graphic sexual language while texting, etc.)
- Producing or sharing pornographic images or movies, (pornographic images of minors often come with severe consequences)

- Masturbation in the presence of another person, or forcing someone to masturbate.
- Sexting – sharing inappropriate pictures or comments via texts or social media.
- Use of graphic language
- Requests of someone to send nude photos
- Sexual assault
- Rape

What to do?

Every report of Sexual Misconduct must be received as if it is true. AFS must respond on that basis.

Initial Steps:

1. Report the incident right away to the AFS community volunteer or AFS staff to further give prompt course of action and attention to this matter.
2. If you are a victim of sexual assault or rape, allow to be brought to the hospital right away for a medical examination. Doctors may process a 'rape kit' which helps document the assault. Doctors will generally process tests for Sexually Transmitted Diseases (STDs) as well as prescribing medications to help prevent infection or pregnancy. Request to be with someone (host family member or AFS volunteer) to accompany you.
3. If you were a victim of sexual assault or rape but did not report this to anyone for a few days, you should still visit a doctor for an exam, testing for STDs and medications as appropriate.
4. If you wish to file a police report, ask to be with someone (host family member or AFS volunteer) to accompany you at the nearest police station.

Follow the checklist below to ensure your safety.

- ☐ Are you safe in place? Y / N
 - ☐ Are you away from the perpetrator? Y / N
 - ☐ Do you need to be removed from the host family home? Y / N
- ☐ Have you reported the incident to the community volunteers / AFS national office? Y / N
 - ☐ Who? _____
 - ☐ When? _____
 - ☐ If not, why? _____
- ☐ Do you wish for this incident to be private (that the information not be shared with the family back home)? Y / N
- ☐ Have you seen a doctor? Y / N
 - ☐ Who? _____
 - ☐ Where? _____
 - ☐ When? _____
 - ☐ If not, why? _____
- ☐ If you have seen a doctor:
 - ☐ What tests were performed? _____
 - ☐ Were any medications prescribed? _____
 - ☐ Is hospitalization necessary? _____
 - ☐ Were any physical injuries reported? _____
 - ☐ If so, how severe were the injuries? _____
 - ☐ Did the medical facility provide or recommend counselling?

- ☐ Do you wish to file a report to the local police? Y / N

Host Family accused of Sexual Misconduct toward a participant

If a member of the host family has been accused of Sexual Misconduct, the AFS office must take certain actions to protect the participant. These actions may be permanent or temporary, depending on what information comes out.

If a host family member is accused the participant must be moved out of the home immediately. AFS should speak directly with the accused party to inform them that AFS is taking this action for the safety of the participant.

If a member of the host family is accused, the host family should not participate in any AFS activities until a thorough investigation is concluded. AFS must not place any future participant with that family unless AFS becomes convinced that a participant would be safe and that the accused is innocent.

- ☐ If a host parent is accused, has AFS (staff or volunteer) spoken directly to that parent to inform him or her of the concern raised and that for the safety of the participant (and of the accused) the participant is being moved out of the home? Y / N
- ☐ Was it made clear that AFS does not stand in judgment, but simply must act for the participant's safety? Y / N
- ☐ Was the host parent given the option to explain to other members of the family why the participant moved? Y / N
- ☐ If a host sibling or another household member is accused, were the host parents informed of the person and the accusation? Y / N
- ☐ Has the host family been instructed not to participate in any AFS activities until the matter is clarified? Y / N

Participant accused of sexual misconduct

If a participant is accused of sexual misconduct, AFS continues to have a duty to protect the safety and the well-being of the AFS participant. This does not imply that AFS condones any illegal activity, it simply reflects that AFS continues to have a contract with the participant's parents and our duty of care for the participant remains.

If the participant is arrested or in danger of being arrested, it will be very important to identify a local attorney to help protect the participant's legal rights and to help the participant and the parents back home understand what the legal process is in the host country. The sending parents are responsible for hiring and paying the attorney. However, in some cases, AFS may need to provide an attorney initially to protect the legal rights of the participant.

It may be that the host family is unwilling to continue hosting the participant. AFS may need to find a temporary family to host the participant until the situation become clearer.

- ☐ Has the participant been accused of sexual misconduct? Y / N
 - ☐ If Yes, was this within the host family home? Y / N
 - ☐ If Yes, has the participant been moved? Y / N
 - ☐ If no, can the participant stay at the host family's home? Y / N
 - ☐ Has an experienced AFS volunteer or staff member spoken to the participant? Y/N
 - ☐ Does the participant understand the serious nature of the accusation? Y / N
- ☐ If the participant has been accused, has someone reported the incident to the police? Y / N
 - ☐ If the accusation has not been reported to the police, are AFS staff or volunteers legally required to report the accusation? (Are you a 'mandatory reporter' by law?) Y/N
 - ☐ If the accusation has been reported to the police, does the participant have legal counsel (an attorney) to advise him or her of rights and legal obligations within the host country? Y / N

- ☐ If the need for an attorney is urgent, has AFS arranged for an attorney? Y / N
- ☐ What are the next steps? _____

Basic principles for AFS participants in reacting to suspicions, allegations and/or disclosures.

What To Do	What Not To Do
Stay Calm.	Don't panic. Don't over-react.
Listen, hear and believe.	Don't probe or ask for more information.
Give time to the person to say what they want.	Don't make assumptions, don't paraphrase and don't offer alternative explanations.
Re-assure and explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed.	Don't promise confidentiality to keep secrets or that everything will be ok (it might not).
Act immediately in accordance with the checklist provided.	Don't try to deal with it yourself.
Try to get a full picture of what happened.	Don't make negative comments about the alleged abuser. Don't make a child or young person repeat a story unnecessarily.
Report it to AFS community volunteers and or key staff member.	Don't discuss it with your friends, relatives or to those who are not involved in the situation. Keep the information confidential and only share if on a need-to-know basis.



AFS Intercultural Programs Philippines
Unit 1607 16/F Antel Global Corporate Center
No. 3 Doña Julia Vargas Avenue, Ortigas Center
1600 Pasig City, Metro Manila, Philippines