



# THE ADULT RESPONSE TO BULLYING: Investigation of Bullying & Harassment Complaints

Full-Day Training

**Prerequisite:** All attendees must complete Complaint Intake Management training.

**For:** Title IX Officers, Human Resources Managers, EEO Officers, School Principals and Assistant Principals – Anyone who conducts school site or district investigations into bullying and harassment complaints by students and/or employees.

**Are you prepared to investigate?** Any good anti-bullying program will result in an increase in complaints. School administrators are most at risk of liability and least prepared in this area. All too often they unwittingly take actions that are not legally fit. This puts students at risk of harm and leaves the school district exposed. In this module, participants gain the knowledge and skills needed to conduct a thorough, unbiased investigation and draft a final report designed to stand up under scrutiny in a hearing or court of law. The approach meets applicable state, federal and administrative mandates.

**Objectives:** Administrators will be trained in these aspects of investigation:

1. Working cooperatively in administrative, civil, and criminal investigations
2. Identifying the players in an investigation and their roles and responsibilities
3. Identifying the phases of an investigation and what each entails
4. Analyzing the facts, impact and context of the conduct and reaching conclusion
5. Creating a McGrath Case Organizer to guide your investigation
6. Interviewing the alleged victim, the accused and witnesses
7. Advanced interview techniques to uncover the facts of the situation
8. How to keep in the presumption of innocence until proven guilty
9. Understanding the process of environmental scanning
10. Determining the facts without destroying reputations
11. Using McGrath checklists to guide and record your actions
12. Steps you can take to remediate the effects on the victim
13. The actions to remediate behavior and eliminate a hostile environment
14. Addressing confidentiality issues and privileged information
15. The basics of interagency coordination in high profile and criminal situations
16. Interacting with the media

**A comprehensive, 180+ page BULLYING AND HARASSMENT INVESTIGATION MANUAL** is provided for each participant in the on-site course.