

# Staff Checklist

for supporting Sexualized Violence Prevention and Response work

## Violence prevention takes community effort.

Sexualized Violence Prevention and Response (SVPR) work is most effective when done in community. There are roles and actions everyone can take.

As Staff, you can do the following:

- Complete the one-hour [Staff and Faculty Training on Deltek](#)
- Familiarize yourself with the Sexualized Violence Policy (BRD 25-0)
- Familiarize yourself with supports available through the SVPR Office
- Lead by example in meetings and interactions with colleagues - share/practice what you have learned and encourage others to engage with the work
- Display your Certificate of Completion to indicate to students and colleagues that you're open to discussions
- Keep a list of available supports close by, in case you receive a disclosure
- Avoid prying and trust that your colleagues in the SVPR Office are doing their jobs thoughtfully and thoroughly if you receive a letter requesting flexibility for a survivor (could be student or colleague).
- Know that you don't have to get it perfect and commit to ongoing learning: attend SVPR events and trainings, read about or listen to the experiences and needs of diverse folks