Harassment Reporting Guide for Adult Students

How adult students can report harassment, what happens next, and where to get outside help.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

How to Report at the Academy

- Talk to [designated safety contact], the owner, or an instructor you trust.
- Email [email] or use [reporting form or method].
- If the concern is about the owner, contact [outside contact or board member].

What to Include

- What happened, when, and where.
- Who was involved and who saw it.
- Any messages, photos, or other records.

What Happens Next

1. You receive a response within [2] business days.
2. The academy takes steps to keep you safe, such as changing class times or partners.
3. The concern is reviewed, and you are told the general outcome as allowed.
4. You are protected from retaliation.

Outside Help

- Emergency: call 911.
- Local police for any crime, including assault.
- RAINN National Sexual Assault Hotline: 1-800-656-4673.
- [Local support resource]: _____

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