



Prevention Peer Educator Guidelines

Statement of purpose: This plan will help guide the process of recruiting, training, and utilizing peer educators to share information with the Benedictine community about prevention of sexual assault, dating violence, domestic violence, and stalking.

1. Recruitment

- a. Prevention Coordinator will begin recruiting 3 months in advance of semester beginning.
- b. Information about volunteer position will be sent out through email, social media, flier placement, and in person contacts.
- c. Prevention Coordinator will reach out to department heads and student groups to identify students. Special consideration will be given to departments with a shared mission of this project (psychology, social work, sociology, criminal justice, public health, gender studies). Prevention Coordinator will also reach out to student athletes, diverse groups of students, and non-traditional academic programs to gain different student perspectives.
- d. Active Peer Educators help recruit friends and classmates who may be interested.

2. Application

- a. To become a Peer Educator, you must submit an application prior to the deadline.
- b. Applications will be available on the violence prevention web page: www.ben.edu/peace, under the University Initiatives tab.

3. Interview

- a. Interviews are required for all applying to become peer educators.
- b. Interviews will be scheduled at least one month before students are expected to complete training
- c. Interview questions determined by the Prevention Coordinator and, if applicable, previous peer educators.
- d. All applicants will be given an overview of all peer educator responsibilities and requirements.

4. Acceptance

- a. Acceptance to become a Prevention Peer Educator will depend on:
 - i. Completion of application and interview
 - ii. Availability to commit to meetings and training

- iii. Understanding or training materials and violence prevention work
- iv. Successful completion of training program

5. Training

- a. Training will take place before beginning each semester.
- b. If you miss any of the training, you will need to schedule time with the Prevention Coordinator to make up training and get materials.
- c. Training content will include team building, intro to topics of gender-based violence, consent, bystander intervention, crisis intervention, resource referral and more. Training topics may be adapted based on needs assessment by peer educators
- d. Peer Educators may have the opportunity to visit social service sites (community partners) to learn more about victim advocacy in the community and resources available to students.

6. Peer Education Role

a. *Meetings*

- Students will be required to set up individual meetings with the Prevention Coordinator once a week. These meetings will take place at the same time every week, unless otherwise discussed and approved by the Prevention Coordinator.
- Students will be required to meet as a group bi-weekly to plan for trainings and practice presentations with one another. Depending on group size, students may be assigned to sub-committees with additional meeting requirements, such as planning for awareness month activities or other campus events. These meeting requirements will be discussed and agreed upon by the student and Prevention Coordinator in advance and will be assigned based on student interest.

b. *Presentations & Outreach/ Tabling Event*

- Presentations or events will be scheduled based on need and availability of both peer educators and Prevention Coordinator.

c. *Educator Conduct*

Punctuality

All Peer Educators are required to be on time to all meetings, trainings, and events. If the student knows they will be late, they must send an email to the Prevention Coordinator as soon as possible.

Confidentiality

Students in this role will not be considered Responsible Employees, since they do not have an employee role on campus. This means that students will be able to hear disclosures from survivors of violence. However, there

are some guidelines that these students must follow if they receive a disclosure.

1. Students must respect the fact that the survivor chose to tell them, and possibly them alone. Students should not share this information with others unless they need to know.
2. Peer educators can help educate the survivor about their rights and options, but they are not trained victim advocates or counselors. Basic support can be offered, but the student should refer the survivor to resources either on or off campus. Students will be trained on what resources are available. Students can offer to go with survivors to the counseling office on campus, the Title IX coordinator's office, or the University Police Department.
3. Hearing disclosures can be a lot for someone to handle without proper support. Students will have access to the University Counseling Center and our Confidential Advisors at the YWCA to reach out for support. Self-care will be highly encouraged.

Behavior

Peer educators are considered leaders at Benedictine University. They represent the University and the PEACE team and must promote a culture of respect and cultural humility. These standards must be upheld in all actions by the student that may represent them and the University/ PEACE team, including:

- Relationships with other students
- Interactions with other Peer Educators and professionals at the University
- Outreach, awareness events, and presentations
- Social Media

7. Eligibility of Volunteer Service
 - a. Volunteer is defined as non-paid individual who provides service to the community.
 - b. Volunteers are still held to the standards listed in this proposal and if not meeting these requirements are eligible for dismissal from the Peer Educator position. Dismissal will be decided on by the Prevention Coordinator as well as a small group of PEACE team members. Temporary suspension will also be considered and the student will be reinstated after additional training requirements are met.
8. These plans are guidelines and can be changed at any time by the Prevention Coordinator or a collaborative decision by PEACE team members. If they change, the Peer Educators will be notified of any changes and will be provided a new contract.

Acknowledgement of Prevention Peer Educator Guidelines

I understand that these guidelines are important to my role as a Peer Educator at Benedictine University. I understand that I should consult the Prevention Coordinator if I have any questions or concerns about the information contained in these guidelines.

Since these are guidelines, I understand that they are subject to change and that all changes will be communicated to me as implemented.

A copy of these guidelines have been provided to me. If I need additional copies of the guidelines, I can request them from the Prevention Coordinator.

I acknowledge that these guidelines are neither a contract of employment or a legal document. These guidelines may not cover every aspect of this position or situation that may come up during my time as a Peer Educator. It is important that I consult the Prevention Coordinator if there are additional needs for me holding this volunteer position.

I have read and understand these guidelines.

Peer Educator Name (printed): _____

Signature: _____