

CHILD SEXUAL ABUSE

STEPS FOR REPORTING:

1



Child discloses abuse or **abuse is discovered** with the adult involved in the abuse being a coach/volunteer.

(Document)

2



Coach/volunteer who receives disclosure:

- **Notifies law enforcement** and/or child welfare about the incident;
- **Consults with child welfare** about notifying parents; and
- **Notifies the supervisor/manager**, who in turn notifies the head of the organization.

(Document)

3



Head of the organization/manager **suspends coach/volunteer** suspected of abuse with or without pay until case is resolved.* (Document) If the individual is a volunteer or unpaid staff, consider if the individual should be dismissed from their position immediately.

Many of these steps would also apply when:

- A child discloses abuse by someone outside the organization
- A peer discloses on behalf of another child
- An adult suspects a child is abused



As part of any investigation or internal follow-up process, an organization should be **critically assessing the adequacy of existing policies** and practices, and strengthening as necessary to better protect children.

4



A child welfare agency and/or police **carry out investigation**. Organization should conduct an internal follow-up in consultation with police/child welfare and adjusts internal policies if needed.

POTENTIAL OUTCOME OF INVESTIGATION:

A) Substantiated/guilty. Coach/volunteer is dismissed from his/her position.*

B) Inconclusive/not guilty*. Seek legal counsel. Consider if coach/volunteer should be dismissed, with or without severance.*

+ Criminal processes can be complex and lengthy. A finding of not guilty may not necessarily mean that the abuse did not occur. Consult with a lawyer.

5



- **Document the outcome** of the investigation on the incident report form.
- **Document the results** of the internal follow up.



***NOTE:**

Seek legal guidance prior to suspension and/or dismissal.