

#### **14. Investigation Procedures**

All incidents, allegations or suspicions regarding inappropriate behavior **MUST** be reported as soon as possible to the **Abuse Prevention Committee**.

The committee will, at their discretion, consult with the implicated persons, apply contextualized analysis and decide on any mitigation required. Involved persons may be suspended from WCABF presence whilst investigations are pending.

The committee may seek guidance from its legal team, 3<sup>rd</sup> party consultant or relevant Alberta Government agencies e.g., Children’s Services.

Any person that learns of a “child in need of protection” **MUST** report to Children’s Services under the authority of the Child Youth & Family Enhancement Act. This legal obligation includes a situation where a person becomes aware of sexual abuse or exploitation of a child at the hands of a person having charge of the child.

To report or ask questions or report concerns, contact the **Child Abuse Hotline** at **1-800-387-KIDS (5437)**

#### **Appendices**

1. Abuse Prevention Committee
2. Procedure for Policy and Vulnerable Sector Checks...must be obtained and sent to WCABF
3. Volunteer Application Form – Example of the application form
4. Coaches Code of Conduct.... **Signature required, original sent to WCABF**
5. Online Abuse Prevention Training Instructions

***I have read and understood all the above information relating to the WCABF Child Protection Program and Abuse Prevention Policy***

Employee/Coach/Volunteer (Name) \_\_\_\_\_

Employee/Coach/Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_