



# CHILD SEXUAL ABUSE

## STEPS FOR REPORTING:

This card is a component of the Commit to Kids® program. It is intended as a quick reference for use in a sporting environment and is not meant to be exhaustive or to replace legal advice. Consult with child welfare, law enforcement and legal counsel if child abuse is alleged or suspected.



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



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.



**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)



**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:**



**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.

**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.

**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



**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.



*The safety of the child and other children in the organization must be ensured at all times in the process.*



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