

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)



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.



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



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