



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.
2. Coach/volunteer who receives disclosure:
 - a. Notifies law enforcement and/or child welfare about the incident;
 - b. Consults with child welfare about notifying parents; and
 - c. Notifies the supervisor/manager, who in turn notifies the head of the organization
3. Head of the organization/manager suspends coach/volunteer suspected of abuse with or without pay until case is resolved. If the individual is a volunteer or unpaid staff, consider if the individual should be dismissed from their position immediately.
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 adjust 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.
5. Document the outcome of the investigation on the incident report form. Document the results of the internal follow up.

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