



CHILD ABUSE

STEPS FOR REPORTING:

This card is a component of the Commit to Kids® program. It is intended as a quick reference 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 by an employee. (Document)

2  Employee who receives disclosure:
• **Notifies law enforcement** and/or child welfare about the incident;
• **Consults with child welfare** about notifying parents; and
• **Notifies the manager**, who in turn notifies the head of the organization. (Document)


3  Head of the organization/manager **suspends employee** 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

***NOTE:**

Seek legal guidance prior to suspension and/or dismissal.


 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.
OUTCOME OF INVESTIGATION:

A) Abuse is not substantiated. Follow internal policies. Those within the organization who know about the investigation are told that the investigation is complete and the employee will be returning to work.

B) Abuse is substantiated. Employee is dismissed from his/her position.*

C) Inconclusive. Seek legal counsel. Consider if employee/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.



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



www.commit2kids.ca