

Safe Sanctuary

Response to an Allegation or Known Incident of Child Abuse

The following steps shall be taken in the event of an allegation or known incident of child abuse.

1. The adult volunteer/employee shall immediately report to his/her supervisor any behavior that seems abusive or inappropriate.
2. The supervisor shall complete the *Report of Suspected Incident of Abuse* and immediately report to the Senior Pastor or Church Administrator.
3. The supervisor will report allegations of child abuse immediately to the Department of Human Resources and local law enforcement according to the Code of Alabama.
4. The Senior Pastor or Church Administrator, shall contact the District Superintendent and the Chairperson of the SPRC.

Appropriate response toward the victim

1. Seek appropriate emergency care for the victim if abuse occurs while victim is in church care.
2. Notify parent(s)/guardian(s) of the victim. If the victim is in church care, take necessary precautions to assure the child's safety until parent(s)/guardian(s) arrival.
3. Protect evidence by securing area/room until proper authorities can investigate.

4. A log of every action taken should be recorded, along with supporting documentation. Date, time and signature of person taking the action should be recorded in the log. An activity log and other supporting documentation should be kept in a secure and confidential file by the Senior Pastor or Church Administrator.
5. Provide pastoral care to victim and family.
6. Strive to maintain confidentially.

Appropriate response toward the accused

1. If abuse occurs while accused is still on the premises, treat the accused with dignity, but immediately remove him/her from further involvement with minors and/or vulnerable persons.
2. Remind the accused of the Child Protection Policy and that the allegation must be investigated.
3. Provide pastoral care to the accused and his/her family.
4. Strive to maintain confidentially.

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Report of Suspected Incident of Abuse Page 1

Date _____

Victim's name _____ Age _____

Parent(s)/Guardian(s) _____

Address _____ Day

Phone _____ Evening Phone _____ Cell _____ Person

Filing Report _____

Victim's statement (include nature of suspected abuse, i.e. physical, sexual, emotional, neglect, as well as facts, physical signs and events surrounding the allegations)

Name of accused: _____

Relationship of accused to victim: _____

Reported to pastor:

Date/Time: _____

Summary:

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Report of Suspected Incident of Abuse Page 2

Call to victim's parent/guardian:

Spoke with: _____ **Date/Time:** _____

Summary:

Call to DHR:

Spoke with: _____ **Date/Time:** _____

Summary:

Call to local law enforcement:

Spoke with: _____ **Date/Time:** _____

Summary:

Call to District Superintendent:

Spoke with: _____ **Date/Time:** _____

Summary:

Other notes:

Signature of Person

Reporting Date