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## HOW TO REPORT SUSPECTED ABUSE OR NEGLECT OF A MINOR

In Ontario, it is the law to report suspected child abuse or neglect.

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If you have reasonable grounds to suspect that a child is or may be in need of protection, you must report it to a children's aid society (CAS).

If you have reasonable cause to believe a minor has been abused, or if a minor has disclosed an abuse to you, you have a duty to report that abuse to the proper authorities. Failure to do so is a violation of Guidelines for Working with Minors and may result in disciplinary action, up to and including dismissal. Even if you're not sure whether something constitutes abuse, it's better to have others help you decide, rather than keep information to yourself.

If you are a mandated reporter, you are required by law to report known or suspected instances where a minor has been abused or neglected. Not doing so is considered a gross misdemeanor. You are a mandated reporter if you are an educator OR if you have regular supervisory authority over any staff whom you believe has caused a minor to suffer abuse or neglect.

### PROCEDURE AND GUIDELINES

When a young person discloses abuse or neglect, you witness an abusive incident, a third-party discloses that a young person is being abused or you suspect abuse or neglect

#### **You must:**

- Determine the need for immediate safety and look for opportunities to engage the child in dialogue.
- Be honest, up-front and don't make promises: "I can't promise to keep this a secret because we need to get you some help!"
- Reassure the young person: "You've done the right thing by telling. It's not your fault!"
- Do not attempt to provide counseling but include the young person in the decision-making process.
- Refer the young person to a parent/guardian (unless they are the alleged perpetrator) or an adult with whom they feel safe, like a relative, friend, or coach.
- Report incidents or suspicions to child protection authorities or police.
- Fully complete the Incident Report. Documents are very important if there is a criminal investigation.
- Complete any organizational procedures required of you, for example, filing a formal report to designated individuals in the organization.

After a report or claim has been reported

The organization and You must:



- Assist police in internal investigations.
- Prevent the young person from having contact with the perpetrator.
- Never attempt to conduct their own investigation without first consulting Child Protection Authorities or police.

**If the safety of a minor is of immediate concern, call the police:**

- **Call 9-1-1 for immediate intervention.**

**For cases involving abuse occurring in An Academy program or on Academy property/rental**, contact your supervisor immediately after making your report to CAS or law enforcement, and follow Academy instructions on internal reporting. Describe what occurred and who was involved, and any details regarding your conversation with CPS or law enforcement.

How to report Suspected abuse will adhere to existing policies and procedures for corrective action regarding the employee or volunteer, including suspension or termination from Academy employment or volunteer status.

Confidentiality of information related to abuse is crucial and should be limited to the immediate supervisor, any authorities called, and designated Academy internal reporting recipient(s).

Finally, remember that hearing a disclosure may be emotionally difficult. Maintain confidentiality, but seek support for yourself from trusted friends, family or the Academy

## **CONFIRMATION OF UNDERSTANDING**

I have read the First Touch Futbol Academy Policy about how to report suspected abuse or neglect of a minor and I agree to abide by the policy rules

I UNDERSTAND VIOLATIONS OF I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THIS SIGNED POLICY.

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_