

# Reporting Checklist SAMPLE

Use the following steps, considering the situation. Please see the next page for the report.

- 1) SITUATION A: Abuse is suspected (in cases wherein there be no alleged victim coming forward, or enough concrete evidence or first-hand experience, yet reason for suspicion).
  - a) 1. Document the Complaint.
  - b) 2. Does this suspicion involve a minor? If YES, immediately notify 1-800-96-ABUSE.
  - c) Notify the bishop (if allegation concerns clergy/staff) or the Rector/Sr. Warden (if allegation concerns lay person/volunteer) immediately.
- 2) SITUATION B: A complaint is received from an individual alleging abuse by a clergy person or church employee.
  - a) 1. Document the Complaint.
  - b) 2. Is the complainant a minor? If YES, immediately notify 1-800-96-ABUSE
  - c) 3. Notify the bishop immediately.
  - d) 4. Notify Sr. Warden of the Vestry and Rector/Other Clergy (other than the accused).
- 3) SITUATION C: A complaint is received from an individual alleging abuse by a lay person or volunteer.
  - a) Document the Complaint.
  - b) Is the complainant a minor? If YES, immediately notify 1-800-96-ABUSE
  - c) Notify Rector immediately.
- 4) IN ALL CASES
  - a) Assure the complainant of pastoral concern, and that the matter is taken seriously. Explain the policy notifications and procedures that are being initiated.
  - b) Keep strict confidence and do not discuss the matter with anyone who is not required to be informed.
  - c) Note to clergy: after receiving notification of an incident, do not hear sacramental confessions from or agree to privileged communication with the accused.

# Form for Tracking Reports

**Confidential: Keep completed form in locked file. [Provide direction here as to where these forms will be stored.]**

Your Information	Name:	
	Date of initial report:	
	Title/Position:	
	Supervisor:	
	Address:	
	Phone:	
	Email:	
Information Regarding Suspected Victim(s):	Name:	
	Age:	
	Biological sex:	
	Address:	
	Telephone:	
	Relationship to the church:	
	Name of any other suspected victim (attach additional forms):	
	How did you become suspicious of possible abuse?	

<b>Information about the Person Suspected of Child Abuse:</b>	Name:	
	Address:	
	Telephone:	
	Relationship to the church, if any:	
<b>Confidential Details (Keep locked up)</b>	Describe any physical evidence of suspected abuse:	
	Describe incidence details such as type, date(s), time(s), and location(s) of suspected abuse:	
<b>Witnesses (if any)</b>	1. Name/phone/age:	
	1. Relationship to church, if any:	
	2. Name/phone/age:	
	2. Relationship to church, if any:	
<b>Reporting Details</b>	To whom was the initial report made (name/title/phone):	
	What is their relationship to the church?	
	On what date was the suspected abuse reported to Child Protective Services?	
	Name of CPS worker who received the report:	
	If reported to police, what was the name of officer receiving report and the date?	
	Were the parent/guardian(s) notified? Date and parent phone number:	
	Was suspected abuse reported to the Diocese,	

	what date, and to whom was it reported?	
	Any other information which may be helpful to the investigation?	
<b>Submission</b>	Date:	Signature: