## 4-H Ontario Steps for Reporting Child Abuse



Note: these reporting steps 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

Child discloses abuse to club leader or 4-H staff person in charge of event. Disclosure is documented with details (date, place, activity, parties involved) and signed

Second Call: Volunteer/4-H Ontario staff person who receives the disclosure notifies Manager to discuss disclosure and forward documentation

Volunteers→ Coordinator, Volunteer Support

4-H Ontario Staff Person→Direct Report or designate

Manager notifies Executive Director (or designate) and shares documentation.

Executive Director and Manager discuss next steps including:

- Follow up with volunteer/4-H staff person
- Informing volunteer/ staff they are released from 4-H volunteer responsibilities
- Seeking legal guidance concerning suspension and/or dismissal
- If necessary, launching Crisis Management Plan

FIRST CALL:4-H volunteer or 4-H staff person receiving disclosure/suspects abuse has a moral and legal obligation to notify the appropriate child welfare agency and/or law enforcement agency about the incident and consult with child welfare about notifying parents (and confidentiality of the notification).



Investigation results in:

- A) Abuse is not substantiated. Follow internal policies.
- Those within 4-H Ontario who know about the investigation are told that the investigation is complete and if there were no allegations about a volunteer/staff as the abuser, then the volunteer/staff can re-apply to resume volunteer/staff responsibilities
- B) Abuse is substantiated
  - Volunteer/staff is suspended or dismissed from their position
- C) Inconclusive
  - Seek legal counsel. Consider if volunteer should be dismissed.

4-H Ontario conducts internal review of existing policies and practices. Improvements are made to internal policies as required

4-H Ontario staff or volunteer document outcome of investigation on appropriate Incident Report Form A -Disclosure or Suspicion of Child Sexual Abuse (found in the Employee Handbook) and files report with results of the internal follow up in the volunteer/staff files.