Responding to Incidents, Disclosures, and Suspicions of Child Abuse

1. RESPONSING TO AUTHORITIES

2. REPORTING TO AUTHORITIES

3. CONTACTING STAFF AND PARENTS/GUEARS

4. PROVIDING ON-SITE SUPPORT

**PROTECT**

Your school must immediately report any suspected cases of child abuse.

**FOUR CRITICAL ACTIONS FOR SCHOOLS**

- **INCIDENT REPORT**
  - Complete the Online Incident Report Form as soon as possible.
  - Provide all relevant information, including dates, times, and witnesses.
  - Notify local authorities immediately.

- **RESPOND TO AUTHORITIES**
  - Follow up with the appropriate authorities and cooperate fully.
  - Provide all necessary documentation and evidence.

- **CONTACT STAFF AND PARENTS/GUARDIANS**
  - Notify school administration and appropriate staff.
  - Communicate with parents/guardians to inform them of the situation.
  - Ensure that all information is handled confidentially.

- **PROVIDE ON-SITE SUPPORT**
  - Offer emotional support to affected students and staff.
  - Implement safety measures to prevent further harm.
  - Ensure that the environment is secure.

**WITHIN THE FAMILY OF COMMUNITY**

- **Support**
  - Encourage open communication and understanding.
  - Provide resources and support for affected students and families.

- **Provide On-Site Support**
  - Offer immediate emotional support to students and staff.
  - Ensure that leaders and staff are trained to handle sensitive situations.

- **Contacting Staff and Parents/Guardians**
  - Ensure clear communication with all relevant parties.
  - Maintain confidentiality and respect privacy.

- **Reporting to Authorities**
  - Follow up with authorities promptly and thoroughly.
  - Provide all necessary documentation and evidence.

**4. PROVIDING ON-SITE SUPPORT**

- Ensure the safety of the environment.
- Offer emotional support to affected students and staff.
- Implement safety measures to prevent further harm.
- Ensure that the environment is secure.

**WITHIN THE SCHOOL**

- **Discipline**
  - Review school policies and procedures for handling abuse.
  - Ensure that all staff are aware of their responsibilities.

- **Reporting**
  - Follow up with authorities promptly and thoroughly.
  - Provide all necessary documentation and evidence.

- **Support**
  - Encourage open communication and understanding.
  - Provide resources and support for affected students and families.

**5. WHEN TO ACT?**

- If there is no end in immediate action, report to authorities.
- If the abuse continues or escalates, take immediate action.
- If you believe the child is at risk to be placed in a school setting, contact authorities.

**PROTECTING THE FAMILY OF COMMUNITY**

- Support the family and community affected by the abuse.
- Provide resources and support for affected families.
- Encourage open communication and understanding.

**6. REPORTING TO AUTHORITIES**

- Follow up with authorities promptly and thoroughly.
- Provide all necessary documentation and evidence.

**7. CONTACTING STAFF AND PARENTS/GUARDIANS**

- Ensure clear communication with all relevant parties.
- Maintain confidentiality and respect privacy.

**8. PROVIDING ON-SITE SUPPORT**

- Offer immediate emotional support to students and staff.
- Implement safety measures to prevent further harm.
- Ensure that the environment is secure.