



## Steps for Reporting: Child Sex Abuse

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*This official document is DFC Academy's Guidelines for Steps for Reporting Child Sex Abuse This is aligned with Canada Soccer and the Ontario Soccer Association.*



***This document is a component of the Commit to Kids® program. It is intended as a quick reference for DFC Academy use and is not meant to be exhaustive or to replace legal advice. Consult with child welfare, law enforcement and legal counsel if child abuse is alleged or suspected.***

1. Child discloses abuse or abuse is discovered with the adult involved in the abuse being a coach/volunteer. (Document)
  
2. Coach/volunteer who receives disclosure:
  - Notifies law enforcement and/or child welfare about the incident;
  - Consults with child welfare about notifying parents; and
  - Notifies the supervisor/manager, who in turn notifies the head of the organization.
  
3. Head of the organization/manager suspends coach/ volunteer suspected of abuse with or without pay until case is resolved.\* If the individual is a volunteer or unpaid staff, consider if the individual should be dismissed from their position immediately.
  
4. Many of these steps would 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

***As part of any investigation or internal follow-up process, an organization should be critically assessing the adequacy of existing policies and practices, and strengthening as necessary to better protect children.***

A child welfare agency and/or police carry out investigation. Organization should conduct an internal follow-up in consultation with police/child welfare and adjusts internal policies if needed.

#### **POTENTIAL OUTCOME OF INVESTIGATION:**

A) Substantiated/guilty. Coach/volunteer is dismissed from his/her position.



B) Inconclusive/not guilty+. Seek legal counsel. Consider if coach/volunteer should be dismissed, with or without severance.\* + Criminal processes can be complex and lengthy. A finding of not guilty may not necessarily mean that the abuse did not occur. Consult with a lawyer.

5.

- Document the outcome of the investigation on the incident report form.
- Document the results of the internal follow up.

***\*NOTE: Seek legal guidance prior to suspension and/or dismissal.***



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