

CHECKLIST FOR RESPONSE TO ALLEGATION OF ABUSE

Primary use of this checklist is for incidents where a volunteer, staff member, or other individual is suspected of abusing a person within a church program. This form may also be used for other allegations of abuse.

The volunteer or staff person who observes or to whom the information is given will determine if an incident exists that requires immediate attention. If a response is needed, the volunteer or staff person is required by the Church to complete the tasks listed below. Date and initial as each step is completed. If the incident does not warrant additional attention, an Incident Report Form should still be filled out by the volunteer or staff person to record the information.

CONFIDENTIALITY: It is important that strict confidentiality of all incidents be maintained.

		1. Ensure the immediate safety of the alleged victim:
Date: _____	Initial: _____	1a. For suspected clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving children or vulnerable adults.
Date: _____	Initial: _____	1b. For suspected volunteers: Remove the accused from the situation and immediately notify the closest available clergy and/or program coordinator who will suspend the accused.
Date: _____	Initial: _____	1c. For all others, ask the accused to remove themselves from the situation and immediately notify the closest available clergy and/or program coordinator
Date: _____	Initial: _____	2. The clergy will immediately notify the parents/guardians of the alleged victim as appropriate and respond to their questions and concerns. In the event that the clergy is not available or is the accused, a member of the Incident Reporting Team will notify the parents/guardians.
		3. Make written documentation of everything done and said:

Date: _____	Initial: _____	3a. If the person reporting the allegation is a volunteer, both the volunteer and the clergy and/or program coordinator to whom the volunteer has reported will submit Incident Report Forms and document the procedures taken.
Date: _____	Initial: _____	3b. If appropriate, ask any witnesses to also fill out Incident Report Forms to document their account of the incident.
Date: _____	Initial: _____	3c. If appropriate, ask the alleged victim and anyone else involved if they would be willing to fill out an Incident Report Form to document their account of the incident.
Date: _____	Initial: _____	3d. If appropriate, ask the accused if they would be willing to fill out an Incident Report Form to document their account of the incident.

The procedures after this point will be administered by the Incident Reporting Team.

Date: _____	Initial: _____	4. Determine whether the incident requires immediate notification of authorities, and if so, immediately notify 911.
Date: _____	Initial: _____	5. Notify the insurance carrier of the incident immediately and comply with its investigation, if any.
Date: _____	Initial: _____	6. If the allegation is against the Clergy, immediately notify the chairperson of the Staff Parish Relations Committee and the District Superintendent. For all other allegations, notify the District Superintendent as needed.
Date: _____	Initial: _____	7. Inform the affected volunteer(s) and paid staff members of the need for confidentiality.
Date: _____	Initial: _____	8. Respond to the concerns of other parents and the congregation as needed.
Date: _____	Initial: _____	9. The clergy will respond to the pastoral care and concerns of all persons involved, including the alleged victim, the accused, and any witnesses. If the allegation is against the Clergy, contact the District Superintendent to request pastoral care.
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken to this point.

In the event that the authorities have been notified, the procedures after this point will be administered by the Incident Reporting Team.

Date: _____	Initial: _____	11. Cooperate with legal and police authorities in their investigations, if any.
Date: _____	Initial: _____	12. Prepare a written statement and designate a spokesperson to respond to media inquiries, if required.
Date: _____	Initial: _____	13. Notify the New York Annual Conference Bishop's office of the incident.
Date: _____	Initial: _____	14. Provide assistance to the alleged victim and his/her family in obtaining counseling, if needed; determine whether the alleged victim's counseling expenses can be reimbursed by the insurance carrier or the Church.
Date: _____	Initial: _____	15. Respond to the needs of the families of the alleged victim and the accused to seek a solution for all involved.
Date: _____	Initial: _____	16. Make written documentation of persons contacted and action taken.