

# Suspected Child Abuse Incident Report

## Community Mennonite Church of Lancaster

Person Receiving an Initial Report or Observing an Incident Shall:

1. Remove the child from imminent danger.
2. If a child is injured or in pain, call 911 for an ambulance.
3. Take the child's word seriously and keep any physical evidence.
4. Stay calm and listen carefully to the child.
5. Ask open-ended questions (i.e., "Can you tell me what happened?") instead of leading questions.
6. Provide emotional support; let the child know that he/she did the right thing by talking about the problem.
7. Assure the child that appropriate action will be taken.
8. An employee or an Approved Adult who has reasonable cause to suspect that a child/youth under their care, guidance or supervision, or a child/youth not directly under their care, guidance or supervision but involved in any church program or activity, has been abused by anyone (including but not limited to the child/youth's family, guardians, an Approved Adult or volunteer) shall immediately inform a pastor or the Director of C & Y Programs and document the suspected abuse in the space below....

**Name of Person Reporting** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_ **Time of Report:** \_\_\_\_\_

**Details of Report:**

**Signature of Person Reporting** \_\_\_\_\_

**Signature of Pastor or Director of C & Y Programs** \_\_\_\_\_

**Date Report Received** \_\_\_\_\_

[July 29, 2013 Chris Hoover Seidel]