Abuse or Misconduct Allegation Response Procedure

What staff should do when a child or adult discloses abuse, when abuse or misconduct is suspected, or when an allegation is made. This covers sexual misconduct and other forms of abuse, including physical and emotional abuse, neglect, and grooming behavior.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Local Reporting Contacts

Local law enforcement (non emergency): _____

State or provincial child protective services hotline: _____

U.S. Center for SafeSport reporting (if applicable): uscenterforsafesport.org | _____

Academy designated safety contact: _____

Academy attorney or advisor: _____

Response Steps

1. Ensure immediate safety. If anyone is in immediate danger, call 911. Separate the child from the person of concern and keep the child with a trusted adult.
2. Listen calmly. If a child discloses, stay calm, listen, and thank them for telling you. Tell them it is not their fault and that you will get help. Do not promise to keep it secret.
3. Do not investigate. Do not interview the child in depth, ask leading questions, or ask for details beyond what is needed to keep them safe. Trained investigators will do that.
4. Do not confront the accused in a way that endangers anyone. Do not warn or question the accused person before reporting. Take steps to keep everyone safe.
5. Report to law enforcement and child protective services. Make a report to local law enforcement and the state or provincial child protective services agency. Reasonable suspicion is enough to report. You do not need proof.
6. Follow your mandatory reporting law. Know your state or provincial mandatory reporting law, including who must report and the time limit. Many laws require the person with the concern to report directly. Telling a supervisor does not replace that duty.
7. Report to the U.S. Center for SafeSport where applicable. If the academy, staff member, or athlete falls under the jurisdiction of the U.S. Center for SafeSport, also report there.
8. Remove the accused from contact with athletes pending review. Place the person on leave or remove them from all contact with minors and athletes until authorities and the academy complete their review.

9. Preserve records and video. Save security camera footage, attendance records, schedules, messages, and any other records. Do not delete, edit, or share them except with authorities.
10. Limit disclosure. Share information only with those who need to know, such as authorities, the academy owner, and legal counsel. Protect the privacy of the child and family.
11. Document everything. Complete the Incident Report Form: Misconduct or Abuse Concern the same day. Record what was said in the reporter's own words, who was notified, and when.
12. Support the family. Offer calm, practical support, share local victim support resources, and cooperate fully with authorities. Do not discuss the case publicly or on social media.

What Not to Do

- Do not wait to gather proof before reporting.
- Do not handle the matter only inside the academy.
- Do not ask the child to repeat the story to several people.
- Do not post or comment about the matter online.

Staff Acknowledgment

Staff name: _____

Signature: _____

Date: _____

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