Incident Reporting and Parent Notification Procedure

What to do when you learn a child may be in danger, or that a staff member or another student acted inappropriately: who to report to, when to tell parents, and how.

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: _____

Step 1: Make Everyone Safe

1. If anyone is in immediate danger, call 911.
2. Separate the child from the person involved. Keep the child with a trusted, screened adult.
3. If a staff member is involved, remove them from all contact with students right away.
4. Stay calm. Tell the child they did the right thing by telling you.

Step 2: Listen, Do Not Investigate

- Let the child speak freely. Do not ask leading questions or press for details.
- Do not promise to keep it a secret. Explain that you have to tell people whose job is to help.
- Do not confront the person suspected.
- Write down the child's exact words, what you saw, the date, time, place, and who was there, as soon as possible.

Step 3: Report to Authorities

- Suspected abuse or neglect of a child must be reported to child protective services or law enforcement right away. Do not wait for proof or for the owner's approval.
- Each person who suspects abuse may have a personal legal duty to report. See the Mandatory Reporting Guide for Staff.
- If your academy or staff are under U.S. Center for SafeSport jurisdiction, also report to the Center immediately, and no later than 24 hours.
- Notify your insurance carrier as your policy requires.
- Write down the agency, the person you spoke with, the date, the time, and any report number.

Step 4: Tell the Parent or Guardian

As a general rule, tell the parent or guardian immediately, and always on the same day. These are the main exceptions.

- Suspected abuse by a parent, guardian, or someone in the child's home: do not tell the family. Report to child protective services or law enforcement and follow their direction.
- Authorities ask you to wait: follow their instructions on when and what to tell the family, and write down who told you to wait.
- Child in immediate danger: call 911 first, then contact the parent or guardian as soon as it is safe.

Suggested Notification Timeline

Type of incident	Report to authorities	Tell the parent or guardian	Inside the academy
Injury or medical event	Call 911 if needed	Right away, before the child goes home	Complete the Injury Incident Report
Boundary violation by staff with no sign of abuse, such as a private message	Usually not required. Ask your attorney	Same day	Remove the staff member from student contact while you review
Suspected abuse or sexual misconduct by staff	Right away	Right away, unless authorities say to wait	Remove the staff member from all contact immediately
Inappropriate behavior between students, such as unwanted touching	Right away if it may be abuse or a crime	Same day, for every child involved	Separate the students and supervise closely
Suspected abuse at home or outside the academy	Right away	Not if the family may be involved. Follow authorities	Tell only people who need to know

How to Tell a Parent

- The owner or [designated safety contact] makes the call or meets in person, with a second staff member present when possible.
- Share the facts you know, what the academy has done, and the next steps. Do not guess or speculate.
- When other students are involved, share only information about the parent's own child. Protect the privacy of other families.
- Do not promise outcomes or discuss discipline of another person.
- Give the parent the names of the agencies contacted, if authorities allow it.
- Follow up in writing with a short summary of the conversation.

What Not to Do

- Do not handle suspected abuse privately or wait to see if it happens again.
- Do not discuss the incident with other families, students, or on social media.
- Do not delete messages, videos, or camera footage. Preserve all records.
- Do not retaliate against anyone who made a report in good faith.

Notification Log

Date and time	Who was notified	Method	Notified by	Notes

Sample safety template from Academy Safe, academysafe.org. Not legal advice. Have a qualified attorney review before use.

Follow-Up

- Offer the family information about support services.
- Review what happened and update policies or training if needed.
- Store all records securely. See the Records Confidentiality and Retention Policy.

Signatures

Person completing this record name: _____

Signature: _____

Date: _____

Owner or director name: _____

Signature: _____

Date: _____

Notice

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Academy Safe is a verification registry for martial arts academies. It is not a legal authority, and use of this template does not by itself mean an academy is accredited.