



Responding to Disclosure or Suspicion of Child Abuse

In the event that a child discloses or there are grounds to suspect any form of abuse, the Prime FC will take prompt and immediate action. The Prime Soccer Academy is mandated by provincial law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

General Procedures

- Staff and volunteers of the Prime FC will take allegations of abuse seriously.
- The Prime FC will ensure staff working with children and vulnerable adults are familiar with the procedure for handling a disclosure of abuse.
- Staff will follow the prescribed procedure for handling a disclosure.
- The first priority will be to ensure that no child is exposed to unnecessary risk by taking any precautionary measures.
- In the event the reported incident(s) involve staff or a volunteer, the procedure for handling an allegation against a Prime FC staff or volunteer will be followed. (Refer to Appendix A for the procedure.)
- A report will be filed in accordance with relevant provincial child protection reporting requirements and the Association will cooperate to the extent required by the law with any legal authority involved.
- All information related to disclosures or an allegation of abuse will be handled confidentially.

Managing an Allegation Complaint and Claim of Abuse Against

In the event of an allegation, complaint or claim of abuse against a staff or volunteer, Prime FC will follow the following procedures:

Incident Reporting

If a staff or volunteer suspects or receives an allegation or complaint of abuse about another staff, volunteer or student, he/she will follow the procedure for reporting an allegation or suspicion of abuse to the appropriate child protection authority.

The staff or volunteer will notify the club Manager and President and together make a call to the police or a child protection authority. Prime FC's owner promptly of the allegation or complaint of abuse against the club.

Information Management

Staff and volunteers will follow the documentation and information handling procedures required under relevant child protection legislation.

Appendix A: Duty to Report Suspected Abuse Procedure

The staff or volunteer must report the incident immediately to Prime FC executive who in turn must contact the Police or Children's Aid Society indicating that a child is in need of protection or that an incident occurred.

1. When a decision to report is made, the following information should be documented before calling:

- Type of abuse suspected.
- If physical, documented on chart the location, approximate size (relate size to a coin) and colour of marks.
- Name, address, birth date and telephone number of the child. Make sure to document any comments the child might have concerning the marks and also the child's condition at the time of the report.
- The name and telephone number of the individual suspected of abuse and where they can be located. If individual suspected of abuse is not the parent, then the name, telephone number and parent's location is to be given. It is important to let the agency know how to approach these parents.
- Any additional information provided, this could include disclosure by the parent.
- If this is not the first incident of concern, have other reports available.
- If any other person or agency has been involved with the child, have the name and telephone number available.

2. When the club contacts the proper authorities (Police or Children's Aid Society) make sure:

- You give your full name, professional title, and the name of club.
- Report all information you have documented.