



Witnessing Abuse or Inappropriate Behaviour

Any staff, parent or volunteer must report any inappropriate incident immediately to Prime FC owner and or Board Member. The owner or board executive must take all reports seriously and collect all pertinent information while contacting the proper office (i.e. 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.