



## Archdiocese of Regina

### **ABUSE AND INAPPROPRIATE CONDUCT REPORTING**

In the case of the discovery of abuse by or against a volunteer, the person who has uncovered this information has the responsibility to report it in the following manner:

**IN THE CASE OF A CHILD UNDER 16 YEARS OF AGE THERE ARE TWO (2) STEPS:**

Step 1: Contact the Ministry of Social Services. This means that if a person *suspects* abuse, he or she *must* report this to the Ministry of Social Services personally. They are not to pass the information to the Pastor, a counselor or a teacher, with the expectation that the Pastor, counselor, teacher, or any other person will report it.

Step 2: Contact the Pastor to update him on the situation. The Pastor will notify the volunteer that he or she is to withdraw immediately from his or her ministry until further notice. The Pastor will then notify the office of the Archbishop's Delegate.

#### **Child Protection**

Anyone who has a reason to believe that a child is being abused or neglected has a legal duty to report it. You are not expected to determine if a child is being abused or neglected, a trained social worker will make that determination. Members of the public are simply obligated by the law to report suspected abuse or neglect. If you do not report a suspicion of abuse or neglect, you could be fined up to \$25,000, or get a jail term of up to 24 months, or get both a fine and a jail term.

You can report information to:

- any Social Services office;
- a community crisis centre or unit (check the inside cover of your phone book);
- a police officer; or
- a First Nations Child and Family Service Agency.

<http://www.socialservices.gov.sk.ca/childprotection>

**IN THE CASE OF A PERSON, 16 YEARS OF AGE AND OLDER:**

There is no legal responsibility to report the discovery of abuse against an adult even if the abuse occurred when the adult was a child. The onus is on the abused adult to report the abuse if he or she wishes to make a formal complaint. If an abused adult wishes to make a complaint about abuse or inappropriate conduct that has recently occurred or that occurred in the past when the abused adult person was a child, direct him or her to the Archdiocesan Policies on both Sexual and Non-Sexual Abuse. A complete copy of these policies can be found in Appendix 1 at the back of the Protocol.

It is difficult for an abused person to report abuse. Treat any report of abuse made to you by an adult with confidence unless the abused adult authorizes you to speak about the abuse. If the abused adult chooses to report the abuse, it may be of assistance to the abused adult if there is a record of the abused adult having reported the abuse to another person. Document for yourself the report of the abuse. Include dates, times, name of persons involved, the location of the abuse and a summary of the incident or situation. Keep these documents strictly confidential unless the abused person authorizes you to release them.