Reporting Procedures

SAFE ENVIRONMENT

REGNUM CHRISTI

Where to Report

You will need to report to the following:

- When available, first let the local leader (camp/event director) know your findings and that you will take the steps below immediately.
- Immediately call the organization's Safe Environment office (any time - day or night) and follow up with an email to include a completed incident report.
- Child Protective Services (CPS) should be alerted when a reasonable suspicion or evidence of child abuse and endangerment is discovered.
    - When appropriate, CPS will direct you to report and submit a copy of their intake to local law enforcement.

How to Document

Initiate the documentation process promptly to ensure the best memory of pertinent details. Reports must be narrated in the third person.

If available, include:

- Evidence attachment (screenshots, texts, emails, call recordings, videos, etc.).
- Verbatim quotes and anecdotal observations.
- Description of behaviors/actions.
- Names of witnesses.

Do not include:

- Qualifiers (really, somewhat, a little, a lot, etc.).
- Reporter's opinions, thoughts, feelings, beliefs.
- Conclusive statements.
- Language in first person (unless used in direct quotations).

Important Lines of Action

- If you suspect or know that a child is being abused, do not alert the suspected perpetrator; this may hinder the investigative process.
- It is important to show empathy for and acknowledge the child and assure them that what happened is not their fault. Affirm to the child that you are a safe place and praise them for telling someone.
- Remember, it is not your responsibility to investigate or determine the truth of the alleged abuse. Your only duty is to report what you have seen or heard, leaving the investigation to the professionals.
- Regnum Christi may have different expectations from those of the diocese. Always remember to check with your local diocese's safe environment policies and follow the most strict guidelines.
- For the dignity of those involved, information about the incident should be handled with confidentiality and on a need-to-know basis with those in leadership.
- Exercise caution with any information or knowledge coming from a confidential communication protected by internal forum.

Why Report?

You are a legally mandated reporter, and it is crucial to report incidents of child abuse so interventions are initiated to protect the child, support the family's needs, and prevent future harm.

When to Report

Any reasonable suspicion of child abuse must be reported to local child protection offices/law enforcement within 24-72 hours, depending on your state's statutes.

What to Report

Report the incident exactly as you saw or heard it happen. Include:

- Names of persons involved
- Location(s)
- Date(s)
- Type/nature of injury/abuse
- Information of any known past concerns of those involved

View the RC Activities Safe Environment Program Policies and Procedures (pages 31-35)

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