



Kids Ministry Mandated Reporter Procedure

Purpose:

Eagle Brook Church volunteers and staff may come into contact with kids or vulnerable adults who have experienced physical, emotional or sexual abuse, neglect or maltreatment. This policy is provided to assist our volunteers and staff as they take the steps necessary to ensure the safety and security of our youngest attenders.

How to have the Conversation:

If a kid confides in you:

- Maintain a calm demeanor. Avoid showing embarrassment, anger or shock.
- Let the kid/adult know it was brave to share something about a difficult topic.
- Let the kid/adult describe what happened in their own words, don't ask leading questions (ie: Did your dad hit you on the face?). However, when a kid makes a disclosure of abuse/neglect, it is very important to know if bruises/injuries occurred, where it happened, who was the alleged perpetrator, and when did it occur. Those clarifying questions are ok to ask.
- Don't attempt to find out details when other kids are present.
- Believe the kid/adult.
- Reassure the kid/adult.
- Respect the kid's/adult's privacy and don't gossip about the allegations.

What to Do:

- 1) Volunteer brings concerns to staff member.
- 2) Staff and Volunteer fill out Child/Vulnerable Adult Maltreatment Form.
- 3) Staff and Volunteer call county where the custodial parent resides, if unknown, call county where alleged victim resides.
- 4) Staff and Volunteer fill out county specific form found on county's Child Protective Services website.
- 5) Staff informs immediate supervisor and central ministry lead that report has been made.
- 6) Staff uploads Child/Vulnerable Adult Maltreatment Form to SharePoint* (title: LastName_MR_mm.dd.yyyy) – once uploaded, destroy paper copy of form. (scan and email to the Outlook Group: Incident Report)
- 7) Staff are to make a note in Victim's MyEBC Profile: 'Maltreatment Report on File.' Include no other details in MyEBC.

**SharePoint Folder location: EBC Intranet > Operations > Safety and Security > Mandated Reporting > [select appropriate folder]*