

THE EPISCOPAL DIOCESE OF LOUISIANA

REPORTING SUSPECTED ABUSE OF A CHILD OR YOUTH¹

I. THE FOLLOWING SITUATIONS APPLY TO ANYONE²

A. *If it is an emergency situation (this applies to anyone)*

For example

You have witnessed an attack on a child and are concerned about injury

You are concerned about preserving evidence of sexual or other abuse

A child has complaints or symptoms that could indicate serious injury

Someone caught committing abuse is being held for possible arrest

Action: Call 911 immediately

Follow up with a report to your priest, head of school or the diocese

B. *If you witness the sexual abuse of a child (this applies to anyone)*³

Action: Call 911 or DCFS (855-452-5437) immediately

Send a written report to DCFS if you have reported to them

Follow up with a report to your priest, head of school or the diocese

C. *If you have knowledge of the homicide, rape (including carnal knowledge of a juvenile/statutory rape)⁴ or sexual abuse of a child (this applies to anyone)*⁵

Action: Call 911 or a district attorney immediately

Follow up with a report to your priest, head of school or the diocese

II. IF ANY OF THE FOLLOWING OCCUR A MANDATORY REPORTER⁶ MUST MAKE A REPORT; A PERMISSIVE REPORTER (ANY ADULT WHO IS NOT A MANDATORY REPORTER) IS ENCOURAGED TO MAKE A REPORT

A. *If you have cause to believe a child may be a victim of sexual abuse*⁷

1. *If you believe the suspected abuser is NOT a caretaker of the child*⁸

Action: Call 911 promptly

Follow up with a report to your priest, head of school or the diocese

If the suspected abuser is a member of the clergy or is a church or diocesan employee, contact the Canon to the Ordinary

immediately (smanning@edola.org or 504-895-6634 ext. 205)

¹ This document summarizes actions to take pursuant to Reporting and Recognizing Abuse of Children and Youth (“Recognizing and Reporting”)

² See Sections II, IV(A) and IV(C)(1) of Recognizing and Reporting

³ See Section II and IV(C)(1) of Recognizing and Reporting

⁴ See Section III(C) of Recognizing and Reporting

⁵ See Section II and IV(C)(1)(a) of Recognizing and Reporting

⁶ See Section II of Recognizing and Reporting

⁷ See Section III(A)(3) of Recognizing and Reporting

⁸ See Section IV(C)(1)(b)(i) of Recognizing and Reporting

2. *If you believe the suspected abuser is a caretaker of the child*⁹

Action: Call DCFS (855-452-5437) promptly

Send a written report to DCFS

Follow up with a report to your priest, head of school or the diocese

If the suspected abuser is a member of the clergy or is a church or diocesan employee, contact the Canon to the Ordinary

immediately (smanning@edola.org or 504-895-6634 ext. 205)

B. *If you have cause to believe a child may be a victim of other types of abuse or neglect*¹⁰

1. *If you believe the suspected abuser is NOT a caretaker of the child*¹¹

Action: Call 911 immediately if it is an emergency; if it is not an emergency you may call the local non-emergency law enforcement number

Follow up with a report to your priest, head of school or the diocese

If the suspected abuser is a member of the clergy or is a church or diocesan employee, contact the Canon to the Ordinary

immediately (smanning@edola.org or 504-895-6634 ext. 205)

2. *If you believe the suspected abuser is a caretaker of the child*¹²

Action: Call DCFS (855-452-5437) promptly

Send a written report to DCFS

Follow up with a report to your priest, head of school or the diocese

If the suspected abuser is a member of the clergy or is a church or diocesan employee, contact the Canon to the Ordinary

immediately (smanning@edola.org or 504-895-6634 ext. 205)

III. OTHER REPORTS THAT SHOULD BE MADE BY ANYONE

*If you suspect a child is engaging in any type of abuse of other children (bullying, stalking, etc.)*¹³

Action: Report your concerns to the rector, head of school, ministry leader or other appropriate person in authority (a school's policy manual may indicate the person to whom the report should be made)

Follow up: If you have made reports to the appropriate persons and are concerned that adequate steps are not being taken, contact the Canon to the Ordinary (smanning@edola.org or 504-895-6634 ext. 205); you may submit a Confidential Notice of Concern¹⁴

⁹ See Section IV(C)(1)(b)(ii) of Recognizing and Reporting

¹⁰ See Section III of Recognizing and Reporting

¹¹ See Section IV(C)(3) of Recognizing and Reporting

¹² See Section IV(C)(2) of Recognizing and Reporting

¹³ See Section IV(C)(4) of Recognizing and Reporting

¹⁴ Annex II of Recognizing and Reporting