

This form is used by the program coordinators of New England Yearly Meeting's youth programs to keep track of information related to allegations and reports of abuse and neglect of a child/teen participating in the youth programs of New England Yearly Meeting should the need arise.

Note to meetings: You may find this form useful as your meeting prepares for how to respond should there be allegations of abuse of youth within the meeting.

Response Checklist

Name of the child _____

Date of alleged incident _____

1. [Incident Report](#) completed (attach a copy to be kept on file)

Name of reporter:

Date of report:

Is the child safe?:

What has to happen to get or keep child safe?

Concrete factual information re incident-- date, time, location, names of all present, parents told, others consulted, who has custody?

2. Contact Parents/Family

When were parents/family contacted?

If parents could not be contacted (or if they were allegedly involved in the abuse) what family member was contacted?(time, content of discussion)

Documentation of contact (time, content of discussion)

What support has been offered? (visitation, worship, counsellors, support groups)

3. Contact Community Members

When/how were the following people contacted:

Friends from the child's local meeting who have been identified to respond to such allegations

Appropriate staff

Attorney

Consultant

Insurance carrier

Friend or trusted adult from the local meeting of the child, or someone in the child's home community.

4. Contact with the Alleged Perpetrator

Contact with the alleged perpetrator is beyond the scope of work of the coordinators of the Youth Programs of New England Yearly Meeting, unless the alleged perpetrator works for the youth

programs. If that is the case the alleged perpetrator will not be allowed to work with youth as part of New England Yearly Meeting until a full investigation has been conducted. The coordinator in collaboration with the Yearly Meeting Secretary are responsible for informing the alleged perpetrator. If the alleged perpetrator is someone from the local meeting of the youth, the coordinator will contact the local meeting who will take responsibility for how to proceed.

5. File a Report to the State

Has the report to the state been made within 24 hours of the allegation?

Document when and to whom report is made. Will there be notification of the results of the report? Timelines and description of what the state will do?

6. Communicate with Families and Program Community

The coordinator and the Yearly Meeting Secretary will work together to determine what type of statement is appropriate to share with families. All statements should balance concrete facts and confidentiality. The Coordinator and Yearly Meeting Secretary will determine how the information can be shared in a way that gives enough information without too much detail. It is important when sharing information that everyone involved is aware of what details must be shared in order to increase the safety of our program and the children in them, and what details are best left out because they may lead to speculation or marginalization of an individual.

7. Immediate Follow-up

The Coordinator should to the largest extent possible maintain contact with the child who has experienced the abuse/neglect as well as those supporting the child, including family members and possibly friends.

8. Long Term Follow-up

Talk to affected staff and key community members for debriefing and feedback.

Share with staff how information about this incident will be maintained as time passes.

What did we learn? What do we want to do differently?

Did we handle confidentiality appropriately?