

Safe Sanctuaries | Reporting An Incident

DO NOT SPEAK WITH ANY MEDIA REPRESENTATIVES!

NOTE: Reporting an incident must be a part of your congregations Safe Sanctuaries practice

1. Determine if the allegation is serious or frivolous. In most cases, any allegation is considered to be serious unless you have strong reason to believe otherwise. Serious allegations involving the abuse, abandonment or neglect of a minor or vulnerable adult should be reported to authorities allowing them to do the investigation (*please see #5*). Other allegations should be reported to the pastor, event leader, or safety advocate (*please see #4*).
2. In the state of Washington, any person who has cause to believe that a child has suffered abuse or neglect should report such incidents ([LINK](#)). In Idaho, all people are mandatory reporters ([LINK](#)) when child abuse, abandonment or neglect is suspected.
3. Procedure for dealing with abuse (*please also refer to full guidelines*)
 - Secure safety of child/youth if possible
 - IMMEDIATELY report incident to pastor, event leader, or safety advocate.
 - Contact the following with the assistance of the pastor, event leader, or safety advocate:
 - Child Protective Services/Law Enforcement (WA - 1-866-363-4276; ID - 1-800-926-2588)
 - District Superintendent or Director of Connectional Ministries
 - Conference Staff relating to Insurance, camping or youth ministries
 - Family, as the situation merits
 - The Director of Connectional Ministries or their designate will serve as the liaison with the media. Please direct any media inquiries to this person.
 - Document all efforts per step #5 and submit a copy to Conference Staff.
4. Procedure for dealing with other serious allegations of safe sanctuary violations. (*please refer to full guidelines*)
 - Behaviors that hinder our mission, undermine leadership/program, and neglect safety should be taken seriously even when such behavior may not be 'illegal.' Reports should be directed to the pastor, event coordinator, or safety advocate. See guidelines re: anonymous reports.
 - A resolution should be sought via direct or mediated conversation when possible, barring a situation with an egregious violation.
 - If a resolution between parties is not possible, the event coordinator/pastor shall have the authority to proscribe a resolution. This may include a review of an individual's future involvement in ministries with vulnerable populations.
 - Document all efforts per step #5 and submit a copy to Conference Staff for situations occurring at, or potentially impacting, camping or other conference events.
5. Document: In the case of all serious allegations, regardless of whether they require legal intervention, document all efforts in the handling of the incident using the form attached. In the case of an allegation that does not involve abuse, abandonment, neglect or other illegal behavior, you may leave the non-applicable fields blank in those situations.

General Form for Reporting a Safe Sanctuaries Violation
Pacific Northwest Conference of The United Methodist Church

Name of person (paid or volunteer) observing or receiving disclosure of violation:

Victim's name (if applicable): _____ **Victim's age/date of birth:** ____/____/____

Date/place of initial conversation with/report from victim or witness:

Name and Address of Person Responsible (for care, custody, or welfare of child/vulnerable adult - if applicable):

Witness/Victim's statement (detailed summary):

Name of Person Accused of Violation: _____

Relationship of accused to victim (if applicable | paid staff, volunteer, family member, other):

Reported to pastor/event leader/safety advocate:

Date/Time: _____ **Spoke with:** _____

Summary of conversation:

Reported to Pacific Northwest Conference Representative:

Date/Time: _____ **Spoke with:** _____

Summary of conversation:

Call to local children and family service agency:

Date/Time: _____ Spoke with/Title: _____

Summary of conversation:

Call to local law enforcement agency:

Date/Time: _____ Spoke with/Title: _____

Summary of conversation:

Call to victim's parent/guardian:

Date/Time: _____ Spoke with: _____

Summary of conversation:

Other contacts:

Date/Time: _____ Spoke with/Title: _____

Summary of conversation:

Other contacts:

Date/Time: _____ Spoke with/Title: _____

Summary of conversation:
