

**CHECKLIST FOR RESPONSE
TO ALLEGATION OF PHYSICAL/EMOTIONAL/SEXUAL ABUSE
TO BE COMPLETED BY CLERGY/PROFESSIONAL
STAFF PERSONS**

In the case of an allegation of preschooler, child, youth, or vulnerable adult abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by the Church to complete the tasks listed below. Date and initial as each step is completed. Note: If allegation is against the Senior Minister, the report should go to the chairperson of the Staff Parish Relations Committee and the District Superintendent.

Date: _____	Initial: _____	1. For clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving preschoolers, children, youth, and vulnerable adults.
Date: _____	Initial: _____	For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused. If the clergy/professional staff person to whom the allegation is reported is not the direct supervisor of the accused, the person reporting will inform the supervisor as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff persons only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Determine whether the incident requires immediately notification of state authorities.
Date: _____	Initial: _____	5. Immediately notify the minister in charge.
Date: _____	Initial: _____	6. Make written documentation of persons contacted and action taken to this point.
Date: _____	Initial: _____	7. The clergy/professional staff person will immediately establish a small response team to begin the internal and pastoral care process.
Date: _____	Initial: _____	a. notify the insurance carrier of the incident immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigations, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed; determine whether the alleged victim's counseling expenses can be reimbursed by the Church or the insurance Carrier;
Date: _____	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
Date: _____	Initial: _____	f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;
Date: _____	Initial: _____	8. Consider and respond to the concerns of other parents.
Date: _____	Initial: _____	9. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken.