



## YMCA Child/Vulnerable Persons Abuse Reporting Kit

This is to provide you with all the necessary steps and documents for reporting an allegation of abuse at the YMCA. Included in this reporting kit is a copy of the Child Protection Lead Business Card, Appendix E – YMCA Child/Vulnerable Persons Abuse Reporting Form, and a flowchart indicating the steps in reporting the abuse.

As per section 9.1 **Reporting an Allegation of Abuse to a Protection Authority** in the Child Protection and Vulnerable Persons Policy:

- a) If a staff or volunteer suspects or receives an allegation or complaint of abuse about another YMCA staff, volunteer or student placement, they will follow the procedure for reporting an allegation or suspicion of abuse to the appropriate child protection authority.
- b) As soon as a call has been made to a child protection authority, the staff or volunteer will promptly notify their manager that a call has been made involving a suspicion of abuse against a YMCA staff or volunteer. The manager shall immediately notify the senior lead responsible for child protection who will inform appropriate management team members in keeping with the YMCA's escalation protocol. Management will ensure any additional child safety concerns, human resources, insurance and other mandatory reporting requirements are addressed, and that the appropriate follow up steps are implemented once child protection authorities have completed their investigation, in keeping with established YMCA procedures.
- c) In the event of an allegation of abuse of a vulnerable person against a staff, volunteer or student placement, a manager shall be notified immediately by the staff or volunteer suspecting or receiving an allegation of abuse, and the senior manager shall immediately inform management for appropriate handling and response. If the vulnerable person's safety is at risk or in immediate danger, staff shall call the police.

As per section 9.2 **Information Management** in the Child Protection and Vulnerable Persons Policy:

- a) Staff and volunteers will follow the documentation and information handling procedures required under relevant child protection legislation.
- b) A report will be completed in accordance with relevant provincial child protection reporting requirements, and the YMCA will cooperate to the extent of the law with any legal authority involved.
- c) All information related to disclosure or an allegation of abuse will be treated confidentially. Documentation regarding a report to a child protection authority must not be circulated internally nor given to anyone, unless a warrant or subpoena is provided.
- d) All records related to the allegation or complaint will be retained indefinitely by the YMCA, or until such time as determined by the authorities.

As per section 9.4 **Crisis Communication** in the Child Protection and Vulnerable Persons Policy:

- a) Senior managers responsible for responding to escalated or critical incidents understand their role in managing major or crisis events.
- b) Supervisors and staff have easy access to escalation and crisis management policies or protocols.
- c) Orientation includes review of protocols so that new staff and volunteers understand their role in an emergency or crisis situation.
- d) Associations promptly notify YMCA Canada of incidents involving serious injury or death or escalated situations with (potential) media attention.



- e) Organizational learning is incorporated following recovery from an escalated or crisis situation, facilitated by a designated senior lead who also reviews at least annually the effectiveness of the YMCA's escalation and crisis management protocols, for any needed enhancements.

The Child Protection Lead's contact information is:



**YMCA of  
Newfoundland and Labrador**

*Building healthy  
communities*

**Lori Evans**

Provincial General Manager  
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Child Protection Lead

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**APPENDIX E**  
**YMCA CHILD/VULNERABLE PERSONS ABUSE REPORTING FORM**

CONFIDENTIAL

Date Form Completed: \_\_\_\_\_

Name of YMCA Facility/Division: \_\_\_\_\_

YMCA Core Service Area: \_\_\_\_\_

Child/Vulnerable Person's Name: \_\_\_\_\_

☐ Male ☐ Female ☐ Non-binary

Child/Vulnerable Person's Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(month/day/year)

Child/Vulnerable Person's Address:

\_\_\_\_\_  
(street) (city/province) (postal code)

Child/Vulnerable Person's Phone Number: \_\_\_\_\_

Name of Parent(s)/Guardian:

\_\_\_\_\_

Relationship to Child/Vulnerable Person:

\_\_\_\_\_

Address:

\_\_\_\_\_  
(street) (city/province) (postal code)

Phone Numbers:

_____	_____
(home)	(work)
_____	_____
(home)	(work)

Reason for this Report:

- ☐ Suspicion of abuse
- ☐ Child/Vulnerable Person disclosure
- ☐ Allegation of abuse against a YMCA staff/Volunteer

Describe incident, situation, statement or behavioural and/or physical indications of abuse:

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Area(s) on child/vulnerable person's body showing indicators of abuse:

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Action the child/vulnerable person protection social worker/licensing officer said will occur:

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Report made to:

- ☐ Department of Children, Seniors, and Social Development
- ☐ Licensing Officer (for licensed child care only)

Date and Time of call: \_\_\_\_\_

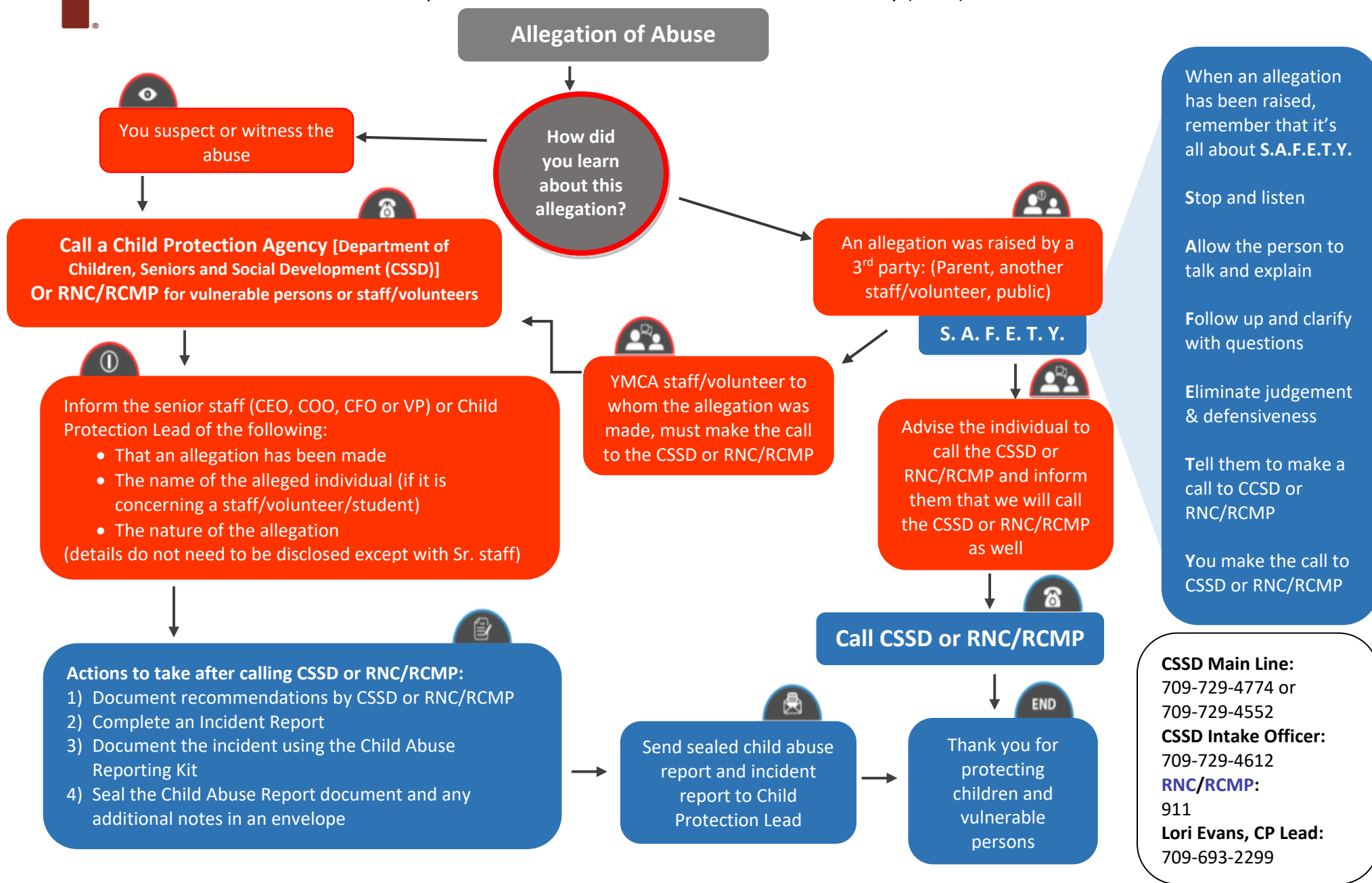
Name of Intake Officer/Social Worker or police officer \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Steps in Reporting Allegations of Abuse

*This flow chart is to assist you with the reporting kit instructions as per the Child Protection and Vulnerable Persons Policy (CPVP)*



All serious allegations of abuse (physical or sexual in nature)  
**MUST BE ESCALATED TO SENIOR MANAGEMENT, HUMAN RESOURCES AND THE CHILD PROTECTION LEAD IMMEDIATELY**

Remember to document all follow up actions taken – details are important! Any documentation related to suspected child abuse SHOULD NOT be released to external parties (police, CSD) unless there is a warrant, subpoena, or court order to submit records or appear in court.