# REPORTING ABUSE AND MISCONDUCT: STEPS FOR MANDATORY REPORTERS

REVIEW APPLICABLE **LEGAL / POLICY** REQUIREMENTS



# **DETERMINE WHERE** TO REPORT



# **PREPARE INFORMATION**



### **MAKE THE** REPORT(S)



**FOLLOW OTHER ORGANIZATIONAL POLICIES** 

- Federal and state legal requirements
- Safesport Code
- · NGB/HPMO requirements
- Other sport organization requirements (NCAA, sport league, etc.)
- Institution requirements (university, hospital, etc.)

#### Note

Some requirements may overlap

- Law enforcement
- State agency (CPS, DFS, etc.)
- · U.S. Center for SafeSport
- · NGB/HPMO
- Sport organization
- · School or institution of higher education
- Workplace

### Note

You may need to report to more than one place

- Victim contact information
- Information told to vou or what you observed. Do not ask questions to determine what happened. Do not assess truthfulness.
- Information about the offender
- · Your contact information

- For situations involving child abuse or immediate danger, report to law enforcement first
- Remember you may need to report to more than one place
- · Document the report by writing down the report number and the name and contact information of the person who took the report

Follow any additional policies your organization has about reporting or responding to abuse and misconduct





