**REPORTING PROCEDURES FOR SUSPECTED ABUSE**

* **CATEGORY ONE:** Non-school/preschool employee or volunteer worker

(1) Complete the “Suspected Child Abuse Reporting Form” immediately and give it to a supervising teacher, Preschool Director, School Principal or Senior Pastor. If the above persons are not available, contact the School Counselor. If willing, the volunteer or non-school/pre-school employee may report directly to Social Services as well as notifying a supervisor.  
(2) The supervising teacher, Preschool Director, School Principal or Senior Pastor must report the suspected incident to Social Services immediately. Written documentation must follow within 24 hours. All documentation should be marked “confidential”.  
(3) If the suspected perpetrator is a supervising teacher or the Preschool Director or Principal or Senior Pastor; the volunteer or non-school/pre-school employee should report to any of the other individuals in this list or the School Counselor.

* **CATEGORY TWO:** State Mandatory Reporters: Professional teachers, School Counselor, Principal, all school employees, Pre-school Director and his/her employees, and Clergy (Including Directors of Christian Education within the LCMS).

(NOTE: per State Statute 19-3-301, clergy are exempt from reporting only in situations of “clergy-penitent privilege” as defined in said statute.)  
  
(1) Complete “Suspected Child Abuse Reporting Form” and report immediately to Social Services. A mandatory reporter cannot delegate this responsibility to his supervisor or anyone else.  
(2) Written documentation to the caseworker at Social Services by the mandatory reporter must follow within 24 hours. All documentation should be marked “confidential”.  
(3) If the mandatory reporter is not\* the Preschool Director, School Principal or Senior Pastor, written documentation to the mandatory reporter’s supervisor (i.e. Preschool Director, Principal or Senior Pastor) by the mandatory reporter of the suspected abuse must follow within 24 hours. All documentation should be marked “confidential”.  
(4) If the suspected perpetrator is the Preschool Director, Principal or Senior Pastor; the State Mandatory Reporter should report to any of the other individuals in this list.  
  
\* teachers, school counselor, all other school employees, preschool employees, and “called ministers of religion”.

* **CATEGORY THREE**: Senior Pastor, School Principal, Pre-school Director

If the suspected perpetrator is an employee or volunteer worker, the Senior Pastor, School Principal, Preschool Director will contact the designated church officer and the Business Administrator.

* **CATEGORY FOUR:** The Designated Church Officer and Business Administrator

(1) The Business Administrator will contact the President of the Congregation, church attorney and insurance company.  
(2) The DCO and the Business Administrator will determine if any criminal report is required. If so, the police will be notified.  
(3) The DCO and Business Administrator will appoint a “crisis team” to assist them.  
(4) The DCO and Business Administrator will document all contacts and follow up actions.  
(5) The DCO and Business Administrator will coordinate all investigative and reporting activities to determine whether or not other victims exist.  
(6) The DCO and Business Administrator will advise both the “victim” and the “accused” to seek legal counsel.  
(7) The DCO and Senior Pastor will make certain both the victim and the accused have the opportunity for pastoral support, and that professional counseling is made available to the victim.  
(8) The DCO and the Business Administrator will keep confidential documentation in a secure location.  
(9) The DCO and Business Administrator will notify the Church Council, School Board, Board of Elders on a “need to know basis”.  
(10) The DCO will work with the Senior Pastor, Business Administrator, church attorney and insurance representative to develop a plan of communication and a prepared statement for the church and the media. One spokesperson will be utilized for all communications with the media and the church.