



REPORTING REQUIREMENTS

All Volunteers, Staff and Members of Chestermere United FC (CUFC) are required to report any suspected child abuse or neglect, under the Government of Alberta's *Child, Youth and Family Enhancement Act*.

Chestermere United FC will:

- request a formal Incident Report that includes the names of complainants, witnesses, any and all involved parties, the date/dates of the incident, and a detailed description of the events that took place.
 - Note: a written Incident Report must be submitted by all involved parties.
- take all allegations seriously.
- take appropriate and immediate action, including, but not limited to:
 - removing the accused from the program, if warranted; and
 - calling the **Child Abuse Hotline** (1-800-387-5437); or
 - contacting Children's Services offices; or
 - contacting police services.
- contact the victim and their family, to provide support, as well as provide them with the contact information for all appropriate agencies, support organisations, and any other resources necessary.
- keep a written report of the steps taken by the organization in response to the reported abuse or neglect. Documentation will be maintained as "Private and Confidential".

All CUFC Volunteers, Staff and Members, must immediately report suspected child sexual abuse or any other inappropriate incidents with children, regardless of whether the behavior or incidents were personally witnessed.

P.O. Box 184
Chestermere AB T1X 1K8
(587) 352-9084
www.cufc.ca

Reporting is a critical tool in protecting children from abuse because:

- it allows authorities such as Children's Services or police services, to determine whether an investigation should occur; and
- the parent(s)/guardian(s) can take steps to remove/protect their child from an abusive situation.

Reporting can also disrupt existing or future sexual abuse from occurring against other children. It is still important to report suspected abuse even if it occurred in the past.

WHERE TO REPORT:

- Any incidences of **illegal activities** such as child sexual abuse including child pornography, child trafficking or neglect that a Volunteer/Staff or Member sees or is informed of, **must** be immediately reported to **police services and/or Children's Services**.
 - Police services and/or Children's Services will make the determination as to whether the situation requires further investigation.
- Any and all concerns or suspicions of **inappropriate behaviour** involving a child or children, that a Volunteer/Staff or Member witnesses or has knowledge of, **must** be immediately reported to the **Club Administrator** by phone at **(587) 352-9084**, or via email at **cufcinfo@gmail.com**.

FOLLOW UP ON REPORTING:

Any allegations of inappropriate behaviour that are substantiated will result in disciplinary action including but not limited to:

- removal as a Team Official;
- banned from attending Practices/Games;
- termination of any employment contract;
- referral to police services/Children's Services for further investigation.

Any Team Official, Staff or Member who has a matter pending before the Courts is barred from acting in any capacity on behalf of Chestermere United FC.

Any Team Official, Staff or Member who has been convicted of an offence against a child, is permanently banned from acting in any capacity on behalf of Chestermere United FC.