## STEPS FOR REPORTING **ABUSE AND MISCONDUCT**

MANDATORY REPORTING FOR: Adults outside of the U.S. Olympic and Paralympic Movement

**REVIEW APPLICABLE LEGAL / POLICY REQUIREMENTS** 



**DETERMINE WHERE** TO REPORT



**PREPARE INFORMATION** 



MAKE THE REPORT(S)



**FOLLOW OTHER ORGANIZATIONAL POLICIES** 

- · Federal and state legal requirements
- · Your organization's requirements
- Institution requirements (university, hospital, etc.)

Note: Some requirements may overlap.

- Law enforcement
- · State agency (CPS, DFS, etc.)
- Your sport organization
- · School or institution of higher education
- Workplace

- Victim/survivor contact information, including that of parent/quardian(s) if a minor is involved
- Details about the incident (what, where, who, etc.) - Do not ask questions to determine what happened.

Do not assess truthfulness.

- · Information about alleged abuser, including that of parent/quardian(s) if a minor is involved
- Your contact information (providing this shows fulfillment of reporting requirements)

- Follow all state reporting requirements. Include all available information.
- For situations involving child abuse or immediate danger, report to law enforcement first.
- Keep a copy of the report, including the report number and the contact information of the person who took the report.
- Follow any additional policies your organization has about reporting or responding to abuse and misconduct. You also have a duty to report any new information you become aware of.

Note: You may need to report to more than one place.



To report a concern involving someone in the U.S. Olympic and Paralympic Movement to the U.S. Center for SafeSport:

Call 833-5US-SAFE (1-833-587-7233) 🐶

or visit uscenterforsafesport.org/report-a-concern 🌻