



MANDATORY REPORTING PROCESS

For Incidents Involving a Student/Child/Vulnerable Adult

If alleged abuse is observed from or disclosed by a student/child/vulnerable adult directly to an SBC staff member, the following steps should be taken. However, if alleged abuse is reported to a volunteer and the volunteer reports to a staff member, the volunteer should be present when the call to DCS/APS or law enforcement is made by SBC staff.

DCS = Department of Child Safety; APS = Adult Protective Services

If a staff member or ministry leader is named as an alleged abuser or if the reporting party doesn't feel comfortable reporting the alleged abuse to SBC staff, they can report the incident to the following people: HR Director, Pastor of Counseling, or Pastor of Ministry Development.

If the SBC staff member or volunteer is alone when the information is presented, they should get another SBC staff member or highly trusted volunteer before the alleged abuse is communicated and documented. If a female is reporting something to a male, get another female; if a male is reporting something to a female, get another male.

If the alleged abuse involves an emergency situation, call 911 immediately. An emergency situation is one in which a student/child/vulnerable adult faces an immediate risk of abuse or neglect that "could result in death or serious harm." An SBC ministry leader should be involved in the call to law enforcement.

For non-emergency concerns of abuse and neglect in which a student/child/vulnerable adult is not at immediate risk, one should contact DCS/APS to report. It may also be required to contact law enforcement.

A report to DCS should be made if there is a reasonable belief that a child under 18 has been the victim of non-accidental physical injury, abuse, a reportable offense, or neglect. A reportable offense per AZ law includes child sex trafficking, incest, or secret videotaping/photographing/filming/digital recording of a minor in certain circumstances.

A report to APS should be made if there is a reasonable belief that a vulnerable adult is the victim of intentional infliction of physical harm, unreasonable confinement, sexual abuse, sexual assault, neglect, or exploitation. Exploitation refers to the illegal or improper use of a vulnerable adult or the vulnerable adult's resources for another's profit or advantage.

Contact DCS/APS with information to report in a reasonably immediate time frame. It is ultimately the responsibility of the person who received the initial disclosure to report. It is important to ask DCS/APS if you should contact local law enforcement as well.

DCS: 1-888-767-2445; APS 1-877-767-2385

Be prepared to report the following information:
(1) Name of Minor; (2) Age; (3) Gender; (4) Address; (5) Phone Number;
(6) Description of Suspected Abuse or Neglect; and
(7) Current Condition of Minor.

When documenting information, only ask open-ended questions:
(1) What happened? (2) Who did it? (3) Where were you when it happened?
and (4) When did it happen?

Once DCS/APS and/or law enforcement has been contacted, alert the Minister of Campus Experience (MCE) immediately. Please do not involve anyone else, including your ministry leader, until told to do so by the MCE, a member of the ELT, or the Executive Pastor.

All communication (emails, texts, etc.) pertaining to the incident and those involved in the alleged abuse must be kept confidential. Do not contact parents or legal guardians until you are released to do so by the Executive Pastor or a member of the ELT.

Upon completion of the call with DCS/APS, the MCE will document everything on an incident log and alert all necessary parties.