

**THE EPISCOPAL DIOCESE OF WESTERN LOUISIANA**  
**REPORTING SUSPECTED ABUSE OF A CHILD OR YOUTH<sup>1</sup>**

I. THE FOLLOWING SITUATIONS APPLY TO ANYONE<sup>2</sup>

A. *If it is an emergency situation (this applies to anyone)*

For example

You have witnessed an attack on a child and are concerned about injury

You are concerned about preserving evidence of sexual or other abuse

A child has complaints or symptoms that could indicate serious injury

Someone caught committing abuse is being held for possible arrest

**Action: Call 911 immediately**

**Follow up with a report to your priest, head of school or the Diocese**

B. *If you witness the sexual abuse of a child (this applies to anyone)*<sup>3</sup>

**Action: Call 911 or DCFS (855-452-5437) immediately**

**Send a written report to DCFS if you have reported to them**

**Follow up with a report to your priest, head of school or the Diocese**

C. *If you have knowledge of the homicide, rape (including carnal knowledge of a juvenile/statutory rape)<sup>4</sup> or sexual abuse of a child (this applies to anyone)*<sup>5</sup>

**Action: Call 911 or a district attorney immediately**

**Follow up with a report to your priest, head of school or the Diocese**

II. IF ANY OF THE FOLLOWING OCCUR A MANDATORY REPORTER<sup>6</sup> MUST MAKE A REPORT; A PERMISSIVE REPORTER (ANY ADULT WHO IS NOT A MANDATORY REPORTER) IS ENCOURAGED TO MAKE A REPORT

A. *If you have cause to believe a child may be a victim of sexual abuse*<sup>7</sup>

1. *If you believe the suspected abuser is NOT a caretaker of the child*<sup>8</sup>

**Action: Call 911 promptly**

**Follow up with a report to your priest, head of school or the Diocese**

**If the suspected abuser is a member of the clergy or is a church or Diocesan employee, contact the Missioner for Christian**

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<sup>1</sup> This document summarizes actions to take pursuant to Reporting and Recognizing Abuse of Children and Youth (“Recognizing and Reporting”)

<sup>2</sup> See Sections II, IV(A) and IV(C)(1) of Recognizing and Reporting

<sup>3</sup> See Section II and IV(C)(1) of Recognizing and Reporting

<sup>4</sup> See Section III(C) of Recognizing and Reporting

<sup>5</sup> See Section II and IV(C)(1)(a) of Recognizing and Reporting

<sup>6</sup> See Section II of Recognizing and Reporting

<sup>7</sup> See Section III(A)(3) of Recognizing and Reporting

<sup>8</sup> See Section IV(C)(1)(b)(i) of Recognizing and Reporting

Formation immediately ([jowensby@diocesewla.org](mailto:jowensby@diocesewla.org)), 318-442-1304

2. *If you believe the suspected abuser is a caretaker of the child*<sup>9</sup>

**Action:** Call DCFS (855-452-5437) promptly

**Send a written report to DCFS**

**Follow up with a report to your priest, head of school or the Diocese**

**If the suspected abuser is a member of the clergy or is a church or Diocesan employee, contact the Missioner for Christian Formation immediately ([jowensby@diocesewla.org](mailto:jowensby@diocesewla.org)), 318-442-1304**

*B. If you have cause to believe a child may be a victim of other types of abuse or neglect*<sup>10</sup>

1. *If you believe the suspected abuser is NOT a caretaker of the child*<sup>11</sup>

**Action:** Call 911 immediately if it is an emergency; if it is not an emergency you may call the local non-emergency law enforcement number

**Follow up with a report to your priest, head of school or the Diocese**

**If the suspected abuser is a member of the clergy or is a church or Diocesan employee, contact the Missioner for Christian Formation immediately ([jowensby@diocesewla.org](mailto:jowensby@diocesewla.org)), 318-442-1304**

2. *If you believe the suspected abuser is a caretaker of the child*<sup>12</sup>

**Action:** Call DCFS (855-452-5437) promptly

**Send a written report to DCFS**

**Follow up with a report to your priest, head of school or the Diocese**

**If the suspected abuser is a member of the clergy or is a church or Diocesan employee, contact the Missioner for Christian Formation immediately ([jowensby@diocesewla.org](mailto:jowensby@diocesewla.org)), 318-442-1304**

### III. OTHER REPORTS THAT SHOULD BE MADE BY ANYONE

*If you suspect a child is engaging in any type of abuse of other children (bullying, stalking, etc.)*<sup>13</sup>

**Action:** Report your concerns to the rector, head of school, ministry leader or other appropriate person in authority (a school's policy manual may indicate the person to whom the report should be made)

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<sup>9</sup> See Section IV(C)(1)(b)(ii) of Recognizing and Reporting

<sup>10</sup> See Section III of Recognizing and Reporting

<sup>11</sup> See Section IV(C)(3) of Recognizing and Reporting

<sup>12</sup> See Section IV(C)(2) of Recognizing and Reporting

<sup>13</sup> See Section IV(C)(4) of Recognizing and Reporting

**Follow up:** If you have made reports to the appropriate persons and are concerned that adequate steps are not being taken, contact the the Missioner for Christian Formation immediately ([jowensby@diocesewla.org](mailto:jowensby@diocesewla.org)), 318-442-1304; you may submit a Confidential Notice of Concern<sup>14</sup>

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<sup>14</sup> Annex II of Recognizing and Reporting