THE EPISCOPAL DIOCESE OF WESTERN LOUISIANA

REPORTING SUSPECTED ABUSE OF A CHILD OR YOUTH

I. THE FOLLOWING SITUATIONS APPLY TO ANYONE

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)

   **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) or sexual abuse of a child (this applies to anyone)

   **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 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

   1. If you believe the suspected abuser is NOT a caretaker of the child

      **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

---

1 This document summarizes actions to take pursuant to Reporting and Recognizing Abuse of Children and Youth (“Recognizing and Reporting”)
2 See Sections II, IV(A) and IV(C)(1) of Recognizing and Reporting
3 See Section II and IV(C)(1) of Recognizing and Reporting
4 See Section III(C) of Recognizing and Reporting
5 See Section II and IV(C)(1)(a) of Recognizing and Reporting
6 See Section II of Recognizing and Reporting
7 See Section III(A)(3) of Recognizing and Reporting
8 See Section IV(C)(1)(b)(i) of Recognizing and Reporting
Formation immediately (jowensby@diocesewla.org), 318-442-1304

2. If you believe the suspected abuser is a caretaker of the child
   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), 318-442-1304

   B. If you have cause to believe a child may be a victim of other types of abuse or
   neglect

   1. If you believe the suspected abuser is NOT a caretaker of the child
      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), 318-442-1304

   2. If you believe the suspected abuser is a caretaker of the child
      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), 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.)
   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)

---

9 See Section IV(C)(1)(b)(ii) of Recognizing and Reporting
10 See Section III of Recognizing and Reporting
11 See Section IV(C)(3) of Recognizing and Reporting
12 See Section IV(C)(2) of Recognizing and Reporting
13 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 Missioner for Christian Formation immediately (jowensby@diocesewla.org), 318-442-1304; you may submit a Confidential Notice of Concern\textsuperscript{14}.

\textsuperscript{14} Annex II of Recognizing and Reporting