



THE CATHEDRAL
CHURCH OF
Reconciliation

Steps for Filing a Report

1. Determine who you report to (see chain of command doc)
2. Report an incident/concern within the established timeline (Usually within 24 hours of event with written notice within 48 hrs)
3. All reporting to follow CEC and Reconciliation policy on reporting.

Tips for filing a report:

1. When you note an incident/concern, mark the time and date and if there were any other credible witnesses present.
2. describe in order the events of the incident/concern event including any/all pertinent information.
3. Record whether you are aware of any similar previous occurrences involving the same person(s)
4. if making an incident report, follow up privately with your supervisor and/or the rector bishop to monitor the progress/reaction.

What is an Incident? What is a Concern?

An incident is any occurrence of behavior that breaks CEC/Church policy and/or may put someone in danger or liability.

Example: An adult alone in a dark room with a child not their own.

A concern regards an unusual occurrence that raises suspicion or is deemed abnormal and may pertain to the safety of children/youth.

Example: Unnecessary/unknown/unauthorized individuals loitering near children's areas.

Name: _____ Date: ____/____/____