

**PROCEDURE HIGHLIGHTS FOR REPORTING
CHILD ABUSE OR NEGLECT**

You are a staff member or a volunteer Scout leader who has reason to believe that a child is a victim of abuse or neglect, what should you do?

- 1.) **YOU MUST** make an oral report to the designated professional Scouter for your county **IMMEDIATELY!!**
- 2.) The designee is:

Robert Madison - Marion, Johnson, Hamilton, Tipton, Boone, Clinton, Hendricks, Montgomery

Arthur Garrison - Wayne, Union, Franklin, Fayette, Rush, Madison, Randolph, Delaware, Henry, Shelby, Hancock

The person to call if neither designee is available: Bill McCahill or Don Smith.

The final back-up for everyone is Scott Clabaugh.

- 3.) The designee should immediately contact the Scout Executive, and if directed to, call the county child protection service or the police department and report the apparent abuse or neglect.
- 4.) The staff member or volunteer leader should remain in the room while the report is being made by the designee or request same day confirmation from the designee that the report has been made. If a call is not made by the designee for any reason, you are obligated to make it yourself.
- 5.) **THE STAFF MEMBER OR VOLUNTEER LEADER MUST WRITE A REPORT WITH SPECIFICS AND GIVE TO DESIGNEE WITHIN 24 HOURS. THE DESIGNEE MUST IMMEDIATELY SUBMIT A COPY TO THE SCOUT EXECUTIVE.**

DESIGNEE AND PHONE NUMBERS:

Arthur Garrison	B) 489-4552
Robert Madison	B) 925-1900
Bill McCahill	B) 925-1900
Don Smith	B) 925-1900
Scott Clabaugh	B) 925-1900

P.S. **UNDER NO CIRCUMSTANCES ARE YOU TO CONDUCT AN INVESTIGATION, OR ASK OTHERS TO LOOK INTO IT. CONFIDENTIALITY IS A MUST AS WELL AS IMMEDIATE REPORTING. WHEN IN DOUBT, REPORT!**

