

Incident Report for Child Abuse

Archdiocese of Anchorage

Date of Report:	Time Reported:	Report Taken By:
Parish / Agency / Institution Reporting:		
Name of Person Reporting:		

Date of Incident	Time of Incident	Place:
Name: of Victim	Age Of Victim:	
Address of Victim:		
City	Zip Code:	
School Attended:		
Brief description of incident and/or concern:		
Further action taken:		

Give a copy of this report to the appropriate supervisor (Sexual Misconduct Policy 2006, Sec 7.1 See below).

7. **REPORTING AND INVESTIGATION OF ALLEGATIONS OF SEXUAL ABUSE, IMMORAL SEXUAL CONDUCT OR SEXUAL ABUSE OF A CHILD OR SEXUAL HARRASSMENT**

7.1 *Obligation to Report to Civil Authority:* Any employed personnel of the Archdiocese who know or have reason to believe an incident of immoral sexual conduct or sexual abuse of a child by any employee or volunteer of the Archdiocese has occurred shall comply with any applicable reporting or other requirements of state and local laws, unless to do so would violate the seal of confession.

7.1.1 Victims may contact Standing Together Against Rape (hereafter referred to as STAR) for assistance in reporting according to a memorandum of agreement between STAR and the Archdiocese of Anchorage (6/2/03).

7.1.2 A victim may also contact the Victim Assistance Coordinator who will help the victim make a report, if requested to do so. The Coordinator will provide appropriate support and help to the victim and his/her family, if needed.

7.1.3 *Those Reporting an Allegation other than the victim:*

- The person reports the allegation to civil authority (law enforcement and OCS) or asks their supervisor to do so.
- This report shall be followed as soon as reasonably possible with written documentation to the Vicar General.
- The Vicar General or other designate shall notify the Archbishop, the Independent Investigator and the Review Board of the alleged incident. The Vicar General will report any allegation of sexual abuse, immoral sexual conduct or sexual abuse of a child to the appropriate public authorities, and will support and advise all alleged victims of their right to make a separate report to the public authorities.

7.1.4 When accusations of immoral sexual conduct or sexual abuse of a child are made against personnel (employed or volunteer) of the Archdiocese, an officially designated archdiocesan representative (i.e. Assistance Coordinator) will promptly initiate contact with the alleged victim and family. If the alleged victim is a vulnerable person (See Sec. 1.2), the representative and/or advocate will offer to meet with the parents or legal representative on behalf of the Archdiocese. If the alleged victim is an adult, the representative and/or advocate will initiate contact with the person in question.

7.1.5 The Assistance Coordinator will work with the alleged victim and/or victim's family for the purpose of offering whatever concern or solace may be needed. Such assistance will be offered as a matter of pastoral concern, and shall not be construed as an admission of legal responsibility. Medical, psychological and spiritual assistance may be offered in the spirit of Christian justice and charity.

Outreach Services for Victims. In cases where a cleric admits to, does not contest, or is found guilty of sexual abuse, immoral sexual conduct or sexual abuse of a child either the Archbishop or one of his representatives will offer to meet with the injured party, victim and/or the victim's family. In addition, the Archdiocese will provide the victim with counseling, spiritual assistance, a support group, or other similar outreach services as appropriate.