You see, are told about or hear about something concerning - this could be an incident, allegation, belief, suspicion, rumor, or suspected misconduct.

You are told to document the information as soon as possible to help remember the details.

Review risk matrix, processes and procedures to ensure staff and community safety.

All employees have a duty to immediately report any instances of suspected sexual harassment, exploitation, abuse or child protection concerns.

Referral to support services for victim/survivors should be considered.

If it’s safe, ask the victim/survivor if they want you to report and decide together how to do it. If it’s not safe to ask, report without disclosing their identity.

Confidentiality must be respected at every step of the process (no sharing outside of formal reporting and investigation).

CD and/or CA DSES assess report.

CD and CA DSES determine investigation process.

CD and CA DSES (or their delegates) take follow up actions based on seriousness of misconduct and needs of victim/survivors.

Notify Donor

Seek legal advice and consider safety of victim/survivor as first priority before reporting.

Notify Donor

Disciplinary action, up to and including termination.

Substantiated

Finding and recommendation based on information gathered sent to CD and CA DSES.

Notify Donor

Unsubstantiated

Staff member/s return to work if temporarily suspended.

External report to authorities?

Make report

Person/s of interest has opportunity to respond to the report and allegations.

Information gathering and investigation could take a few days up to a few weeks. These steps may be repeated more than once.

Information gathering, consult victim/survivors, family members, community as appropriate (and if authorities involved, as advised).

Person/s of interest advised of report (if authorities involved, as advised)

Actions to protect victim/survivor and other possible victim/survivors may be taken, including temporary suspension of person/s of interest

Notify Donor

Substantiated

Investigation Decision

Notify Donor

CD and CA DSES determine investigation process.

Report to be investigated?

Yes

NO

Seek legal advice and consider safety of victim/survivor as first priority before reporting.

External report to authorities?

Make report

Person/s of interest has opportunity to respond to the report and allegations.

Information gathering, consult victim/survivors, family members, community as appropriate (and if authorities involved, as advised).

Person/s of interest advised of report (if authorities involved, as advised)

Actions to protect victim/survivor and other possible victim/survivors may be taken, including temporary suspension of person/s of interest

Notify Donor

Substantiated

Investigation Decision

Notify Donor

Unsubstantiated

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