

# KeepSAfe Reporting System

For Incidents & Concerns Involving Children & Vulnerable Adults

## Incident

The following incidents must be reported through the KeepSAfe Reporting System:

- \* **Suspected Abuse**
- \* **Observed or Disclosed Abuse**
- \* **Peer to Peer Abuse:**
  - ◆ *Between Minors or Between Adults*
- \* **Inappropriate Behaviors/Interactions**
- \* **KeepSAfe Policy Violations**
- \* **Concerns**

## Response

**First** = Gather necessary information

- \* Who, What, When, Where, How?
- \* Type of Incident (see above)

**Second** = Report to Officer/Supervisor

**Third** = Determine action plan:

- \* Is Mandatory Reporting required?
  - (CPS, APS, Police)
- \* Need to contact parents/guardians?
- \* Alleged instigator suspended if necessary?

## Report

**What?** Incidents Identified Above\*

**Who?** Person(s) with firsthand account

**When?** ASAP (within 24 hours)

**Where?** KeepSAfe Reporting System

**How?** [www.keepsafe.salvationarmy.org](http://www.keepsafe.salvationarmy.org)

**Questions?**

- \* [KeepSAfeReports@use.salvationarmy.org](mailto:KeepSAfeReports@use.salvationarmy.org)
- \* KeepSAfe Advice Line 1.844.253.5948

**\*Mandated Reports MUST be completed FIRST.**