



London Western Rowing Club

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Appendix B – Procedures Reporting Suspected Maltreatment of a Minor

NOTE: this Appendix B **only** applies where suspected Maltreatment occurs outside of the business, activities, and Events of London Western Rowing Club. Such business, activities and Events include, but are not limited to competitions, practices, evaluations (including time trials or any other form of testing), treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.

If the suspected Maltreatment occurs within the business, activities, and Events of London Western Rowing Club, as described above, it shall be reported to the Independent Third Party in accordance with the Harassment, Discipline and Complaints Policy. It is noted that any such behaviour reported to the Independent Third Party may also need to be reported to local Children’s Aid Society (CAS).

Notwithstanding the above, where any suspected Maltreatment of a Minor occurs outside of the business, activities, and Events of London Western Rowing Club, all London Western Rowing Club staff and volunteers are required by law under the Child, Youth and Family Services Act to report any suspected abuse of a Minor to the local CAS.

Staff must comply with the following protocol in making a report to the CAS:

Note: Utmost discretion must be observed

- If the alleged individual is outside of rowing, report immediately to the President
- do not discuss with other staff
- do not discuss with involved parties
- do not discuss with family

- Staff do not conduct an investigation of suspected Maltreatment. Investigating is the responsibility of the local CAS.
- All staff/volunteers have a personal responsibility to report any suspected case of Maltreatment of a Minor to the local CAS. Reporting a concern to another staff or Board Member is not sufficient. **Any staff/volunteer with a concern must report their concern to the CAS**, even if advised against doing so by a Row Ontario volunteer or staff member.
- The local CAS office in the home city of the individual will be contacted.
- If staff/volunteers are uncertain if a case of suspected Maltreatment is one which must be reported, they can notify the CAS of the details and the CAS will advise if the case is one which should be reported.
- Once a report has been made, London Western Rowing Club shall follow the instructions given by the CAS as to what action needs to be done to safeguard the Minor concerned.
- Staff must make, and keep in a private secured file, detailed notes of the disclosure or reasons for the report and their actions and notify the President of the Board of Directors (or designate) of any report of a case of suspected abuse to CAS with appropriate details of the concern.