



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**INSTRUCTIONS ON REPORTING ALLEGED ABUSE
IN SCHOOLS AND PARISHES**

1. As principal or leader of children and/or youth, you are legally required to report child abuse if you have reasonable suspicion that it has occurred. Although every disclosure of abuse is to be taken seriously and responded to quickly and compassionately, not every allegation reaches the threshold required for reporting under Utah State law. Every allegation of abuse of a minor by a cleric or Church personnel or that occurs on Diocesan property as well as any allegation meeting the criteria under Utah State law for child abuse must be reported. Use the following guidelines to ensure proper reporting:
 - a. If, at the time of the report, the victim is under the age of 18, report the alleged abuse to the nearest police officer, law enforcement agency or the Office of the Division of Child and Family Services. The age of the alleged abuser is not relevant.
 - b. If, at the time of the report, the victim is under the age of 18 and the child has been subjected to abuse by a Church employee or volunteer or the abuse occurred on diocesan property, report the alleged abuse to the nearest police officer, law enforcement agency or the Office of the Division of Child and Family Services **and** the Diocese of Salt Lake City. The age of the alleged abuser is not relevant.
 - c. If, at the time of the report, the victim is 18 years of age or older, and the child had been subjected to abuse by a Church employee or volunteer or the abuse occurred on diocesan property, report the alleged abuse to the Diocese of Salt Lake City.
2. When reporting the allegation to the diocese, include the following information (see Allegation Intake Form):
 - a. Date of allegation, name of person making allegation, relationship to alleged victim and contact information of person making allegation.
 - b. Include name/gender, current age of alleged victim and contact information.
 - c. Summary of the Allegation.
 - d. Date allegation was reported to law enforcement or DCFS and the assigned case number.
3. If the alleged abuser is a priest, seminarian, deacon or deacon applicant, religious, or lay person working or volunteering in or on behalf of the Diocese, you should (see Allegation Intake Form):
 - a. Advise the alleged victim of Diocesan reporting requirements.
 - b. Offer outreach to survivor/family, as appropriate, such as counseling or spiritual assistance).
 - c. Offer to provide counseling for survivor/family.
 - d. Offer to arrange a meeting with either Bishop or Vicar General.

If you require additional assistance, please contact the Diocesan Office of Safe Environment at 801.328.8641 or safeenv@dioslc.org.