

IMPORTANT MEMORANDUM

To: All District and Council Scouters
From: Stephen Hoitt, Council Executive
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Date: May 15, 2010
Re: Procedure for Reporting "Child Abuse" in Seneca Waterways Council

The National Council Boy Scouts of America requires a clear procedural statement from every Council regarding the reporting of Child Abuse.

In The Seneca Waterways Council, the procedure for reporting Child Abuse will be as follows:

In every case, as soon as it is suspected that Child Abuse/ Neglect has occurred, a report should be given to the Council Executive verbally (preferably in writing) with the following information:

1. The names of the individuals involved, the location and the time.
2. The general circumstances of what occurred.
3. The names of all persons who may be involved.
4. Any specific witnesses that may have been involved.

The states of New York has mandated reporting of Child Physical Abuse, Sexual Abuse, and Neglect to the State within twenty-four (24) hours of the alleged incident. Failure to report may result in penalties. It is, therefore, imperative that all Scouters be aware of known or suspected Child Abuse in its several forms and report this as quickly as possible to the Council Executive and to the New York Department of Child Abuse. Reports are taken at **1-800-342-3720 in New York**. The Council Executive, working in co-operation with the State of New York, the unit committee and the Officers of the Council, will then take the necessary action to alert anyone else who needs to be notified of what occurred, when it occurred and supporting information, as outlined above.