

Abuse Prevention - Response Checklist

Organization _____

Department _____ Division _____

Completed by _____ Date Completed _____

**Check if Applicable*

Response to Red-Flag Behaviors

Are your supervisors communicating the following to their staff about what staff should do when made aware of red-flag behaviors?

Spotlight and interrupt the inappropriate behavior.	<input type="checkbox"/>
Report red-flag behaviors and policy violations immediately to your supervisor.	<input type="checkbox"/>
If the behavior does not stop, keep reporting your suspicions up the chain of command.	<input type="checkbox"/>
Report anonymously if it makes you more comfortable.	<input type="checkbox"/>
If you believe the behavior is abusive, report to the proper authorities.	<input type="checkbox"/>

Action Items:

Do your supervisors know that they should do the following when made aware of red-flag behaviors?

Take behaviors seriously.	<input type="checkbox"/>
Respond immediately.	<input type="checkbox"/>
Report to administrator/management.	<input type="checkbox"/>
Collect as much information as possible regarding the incident.	<input type="checkbox"/>
Develop and document the response and corrective action.	<input type="checkbox"/>
Follow-up with the person reporting the concern.	<input type="checkbox"/>
If you believe the behavior is abusive, report it to the proper authorities.	<input type="checkbox"/>

Action Items:

Allegations of Abuse	
Are your supervisors communicating the following to their staff about what staff should do when made aware of allegations of abuse?	
Respond appropriately to the participant.	<input type="checkbox"/>
Follow mandated reporting requirements.	<input type="checkbox"/>
Report immediately to a supervisor	<input type="checkbox"/>
Follow organizational documentation requirements.	<input type="checkbox"/>
Action Items:	
Do your supervisors know that they should do the following when made aware of allegations of abuse?	
Follow mandated reporting requirements.	<input type="checkbox"/>
Report to the administrator/management.	<input type="checkbox"/>
Determine the immediate needs of the alleged survivor.	<input type="checkbox"/>
Prevent further access by the alleged perpetrator.	<input type="checkbox"/>
Action Items:	

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