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| INSERT COMPANY LOGO |

**SAMPLE PARENT/GUARDIAN RESPONSE NOTIFICATION LETTER**

To the Parents of Children in Our Programs:

It is my unfortunate duty to share with you some troubling news. On ***<INSERT DATE>***, the police department was notified by ***<INSERT NOTIFICATION SOURCE>*** of the arrest of former *(OR CURRENT)* employee, ***<INSERT EMPLOYEE’S NAME>*** on charges of ***<INSERT CHARGES>***.

The arrest was not *(OR WAS)* connected to a child at ***<INSERT CLIENT NAME>,*** however **<INSERT EMPLOYEE NAME>** was employed from **<INSERT DATES>** as a **<INSERT TITLE>** at **<INSERT PROGRAM OR SITE>**. During this time period, we received no complaints about **(his/her)** conduct, and we have no knowledge of any abuse occurring in our programs. *(EDIT THIS PARAGRAPH IF YOU HAVE DIFFERENT FACTUAL INFORMATION)* We will cooperate fully with law enforcement if our assistance is requested.

Please know that we have no reason to believe any child at **<INSERT YOUR ORGANIZATIONAL NAME HERE>** was involved in any incident involving the former (OR CURRENT) staff member, but we want to make every effort to find out if there may have been other incidents. Because of the nature of these allegations, we are writing to the parents of any child who may have had interactions with this staff member. **Safety is our primary concern; however, we continue to review for possible areas of improvement.**

We, along with **[INSERT CHILD PROTECTIVE SERVICES]** are investigating this incident and will report the results of the investigation to you. In the context of the investigation and in order to help us maintain the safe environment we have long enjoyed at (name of facility), we ask you to do the following:

* First, please talk to your child about his/her experience at our **(NAME OF FACILITY)**. Ask if he/she is aware of any inappropriate actions by any staff member. Please let him/her know it is important to tell you about these kinds of activities and that he/she will be believed and will not be considered to be at fault. We recognize this may be a difficult conversation for both of you, and we are available to help you to know how to approach the situation.
* Next, if your child relates to you any behavior you consider to be inappropriate, please call me and we will treat the matter confidentially and urgently.
* Finally, if your child has no information about improper behavior, please take this opportunity to reinforce your and our general guidelines on inappropriate touching and respectful, proper behavior in general.

Please contact **<INSERT CONTACT INFORMATION HERE>** with any additional information you may discover from your conversation. We are very sorry to have to inform you about this allegation and we will keep you posted as we learn more.

Sincerely,