



Congregation  
B'nai Shalom  
בני שלום

## Responding to an Allegation of Child Sexual Abuse

An allegation of child sexual abuse is one of the most difficult situations that an organization such as a synagogue can experience. Such an incident can have a damaging, lasting impact on the victim and the victim's family, upon the organization, upon its members, and upon its impact and image within the community. Responding appropriately and in a timely manner is important in addressing the concerns of the individual and the organization and limiting the lasting damage that can occur.

Should a misconduct claim or allegation take place, the following steps in responding to the situation will, absent compelling circumstances, be followed:

1. The parent or guardian of the child will be notified.
2. The employee or synagogue member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave (which may be paid or unpaid, in CBS' sole discretion) pending an investigation, and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse will be reported to the civil authorities and may also be reported to the appropriate criminal authorities, and the organization will comply with the Commonwealth of Massachusetts requirements regarding mandatory reporting of abuse as the law then exists. Massachusetts' mandatory reporting guidelines can be found at <https://www.mass.gov/reporting-abuse-and-neglect>. CBS will fully cooperate with the investigation of the incident by civil authorities. Failure to follow the state's mandatory reporting law can result in criminal charges.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The organization will designate a spokesperson concerning incidents of abuse or neglect. The advice of legal counsel may be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. Any person who is found responsible, after internal or external investigation, for engaging in the alleged abuse or misconduct will be removed from the person's position working with children or youth. CBS reserves the right to take any other appropriate action, in its sole discretion, in connection with any situation and involving any employee, congregant, student or volunteer, to ensure the safety of the CBS community.
7. If the organization learns that the individual is involved in another youth-serving organization and/or that other children may be at risk, it will discuss with its legal counsel communication of this information to the other organization.