

7 Guidelines for full-time professionals

in the event of suspicions and incidents of sexualised violence and in cases of doubt

Someone confides in you or you have made a guess or observation:

- Keep calm and act prudently!
- Their task is not the criminalistic clarification of a suspicion!
Your task is to take care of the well-being of the person concerned!
- Listen carefully and take the statements seriously. But don't ask for details.
- Don't promise that you won't tell anyone what you've said! Getting help is not a betrayal! Explain that you will first inquire about possibilities of help and assure that you will inform them about all further steps.
- Document carefully

and as accurately as possible the conversation/signs of your assumption/your observations. Record your personal thoughts on this in a separate section.

- It may help you to talk to a person you trust about your assumption/observation or the conversation. The following applies: **only as many people as necessary and as few as possible!** This person must not be friends with the accused person!
- **Always get support!** If you need clarification regarding a suspicion, please contact an external specialised counselling centre, church counselling services (e.g. counselling after sexualised violence in church institutions, contact persons for church youth work) or

the External Abuse Officer. Inform them about your conversation/assumption or observation and discuss further steps for action.

- This also applies in the event of suspicion of child welfare endangerment outside your institution (sexual abuse, abuse or neglect), **consult a specialist who is experienced in this respect.**
- If the suspicion of sexualised violence is substantiated and you become aware of a fact that suggests the suspicion of sexualised violence, inform your supervisor or your supervisor immediately. the responsible person at management level and directly the intervention officer or one of the external abuse officers. Discuss the next steps here.

- **Inform the management and support them in initiating further action steps.** Clarify how communication about the further course of action is guaranteed and how contact with the person concerned can be well arranged.
- **Make sure that no decisions are made over the head of the person concerned. Under no circumstances confront the accused with the accusation!**