

Below is a sample of a quick reference card that Directors and Administrators can give their leaders. It will assist them in knowing what action steps to take regarding sensitive situations. “Key Steps When You Have a Sensitive/Concerning Situation” can be found in this section.

### Quick Reference Card for Leaders

- A Be **Attentive** to comments and behaviors during class.
- C **Contact** Administrators/Directors prior to the dismissal of class if comments or behaviors are concerning.
- T **Team** approach is always best. Collaborate with your administrator/director/pastor to help clarify child’s statement/behavior and to determine if there is a need to report to the authorities.
- I **Initial Report** to the authorities may be needed. The child abuse hotline number is 1-877-597-2331.
- O **Other Resources** are available through the The Safe Environment Coordinator, Janice Hendricks can be reached at 270-683-1545.
- N **Note** all observations/statements and actions taken, make a file.