
4.7 REPORTING REQUIREMENTS IN INCIDENTS OF SUSPECTED ABUSE

Compassion HomeCare (CHC) administrative staff informs all employees of the reporting requirements in cases of suspected client abuse.

Purpose:

To provide information on the procedure for reporting suspected abuse of clients and the disciplinary action procedures in the case of abuse/neglect by a home support worker.

Procedure:

- A home support worker or employee shall report all information of suspected client abuse to the management within four (4) hours.
- The Office Manager shall contact the police to report the information regarding the abuse/neglect.
- A “Client Abuse Neglect Report Form” shall be completed by the Office Manager detailing all the information.
- A Client Abuse Neglect Report Form will be placed within the client file and staff file if applicable. A copy of this report will also be given to the investigating authorities.
- Should the perpetrator of the selected abuse/neglect be an employee of CHC, this employee will immediately cease all employment with this agency until the conclusion of the investigation.
- All HSW shall be informed of this procedure during the orientation session at the time of hire.