

- * The designated reporter is not to initiate an investigation of the suspected abuse, and there may be no interference with any official investigation by the authorities.
- * The fact that a report of child abuse has been made and the content of the report must be kept *confidential*.

REPORTING OF ABUSE BY SCHOOL EMPLOYEES

- School employees are required to report suspected abuse of a minor *by a school employee* to their school administrator.
- In **addition** to the other required reports (see How Do I Make A Report?), the school administrator must also report the suspected abuse to both the local police *and* the local district attorney's office.
- If the suspected person is the administrator to whom the report would be ordinarily made, you should bypass the administrator and immediately report the suspected abuse to both the local police *and* the local district attorney's office.

WHAT ARE THE PENALTIES FOR FAILURE TO REPORT?

- A required reporter who willfully fails to report a case of suspected child abuse commits a misdemeanor of the third degree (up to one year of incarceration) and a misdemeanor of the second degree for a second or subsequent offense (up to two years of incarceration).

Pennsylvania Child Abuse Hotline
1-800-932-0313

Archdiocesan Office for Child and Youth Protection
1-888-800-8780



ARCHDIOCESE OF PHILADELPHIA

REPORTING SUSPECTED CHILD ABUSE

To report suspected abuse of a minor, call the Pennsylvania Child Abuse Hotline
1-800-932-0313

If you suspect child abuse by clergy, church officials, church employees or volunteers, please also contact the Archdiocesan Office for Child and Youth Protection

1-888-800-8780

WHAT IS CHILD ABUSE?

- Child abuse is not limited to sexual abuse. It includes inflicting or creating an imminent risk of serious physical injury, serious mental injury, sexual abuse/exploitation or harmful physical neglect. A child is any individual under the age of 18.
- The requirement to report applies to all suspected child abuse, not just abuse that has been perpetrated by clergy or church officials/employees.

**RESOLVE ANY DOUBT
IN FAVOR OF REPORTING.**

WHAT *MUST* BE REPORTED?

- If you have “**reasonable cause to suspect**” that someone is the victim of child abuse, you must report it immediately. *First hand observation of abuse is **not** required.*
- Whether you have “reasonable cause to suspect” that child abuse has occurred will depend on the facts and circumstances of each situation.
- However, the Archdiocese strongly urges that you make the report if you have **any** good-faith reason to suspect that child abuse has occurred.

WHO *MUST* MAKE A REPORT?

- Any person who comes into contact with children in the course of his or her employment, occupation, or professional practice. This includes **but is not limited to**:

- clergy
- parish and school personnel
- teachers
- catechists
- music ministers
- youth ministers
- child-care/day-care workers
- school nurses
- athletic coaches
- classroom aides
- playground monitors
- foster-care workers
- youth ministers
- social service workers

- Pennsylvania law makes no distinction between paid and non-paid personnel. Accordingly, **volunteers** who come into contact with children in the course of their volunteer duties are mandated reporters.

WHO *MAY* MAKE A REPORT?

- Any person may make a report if that person has reasonable cause to suspect that a child is an abused child.

HOW DO I MAKE A REPORT?

- Those in paid or volunteer staff positions in any Church-related institution are obligated to immediately notify the person in charge of the institution (e.g., pastor, principal, head administrator) when child abuse is suspected. The person in charge of the institution will make the report.
 - If the person in charge of the institution is the suspected abuser, you must make the report yourself.
- Those in charge of the institution must immediately report suspected child abuse to the 24-hour **PA Child Abuse Hotline at 1-800-932-0313**. If the suspected abuser is a member of the clergy or is a church official, employee or volunteer, please also contact the **Archdiocesan Office for Children and Youth Protection at 1-888-800-8780**.
- Within **48 hours** of the telephone report to the PA Child Abuse Hotline, those in charge of the institution must *also* provide a written report to the child protective services agency in the county in which the suspected abuse occurred. For a copy of the form see: www.pennsylvaniafamilysupportalliance.org/cy47.pdf.
- The designated reporter should provide all of the information requested on the form (Form CY-47) **to the extent the information is available**. If the information is **not** available, the reporter should **not** conduct an investigation in an effort to obtain the requested data.