

# Sample Report of Child Abuse to Protective Agencies

Each state and locality will have their requirements and process. This section is a template for how it may flow in process and is not intended to be an exact representation of the reporting process.

Although the name of the person reporting the suspected abuse may be requested for follow-up purposes, the person reporting abuse to Child Protective Services is generally NOT required to give his/her name. The Operator on the line for Child Protection will be trained and guide the call for reporting. If the person reporting does provide his/her name and requests anonymity, there are legal mechanisms in place in each state to protect the reporter from having his/her name given to the alleged abuser, unless otherwise ordered by a court.

It is helpful for the person reporting suspected abuse to provide the following:

- The name and address of the child and the parent or person responsible for his/her care;
- The names of other persons, especially children, living in the suspected victim's home;
- Address of the child's home if known, but this is not necessary;
- The child's age and gender;
- The name of the school the child attends;
- The name and address of the alleged abuser, if known;
- A description of the alleged abuse and or neglect, including how long it may have been happening;
- The relationship between the person reporting the abuse and the child.

Please refer to Section G.5 for a sample form for Report of Suspected Child Abuse to be used when reporting allegations of child abuse to Child Protective Services and other authorities.

Once completed, that form should be kept in a confidential file with the church.

## **Child Protective Services Procedure after Initial Reporting**

If the Child Protective Services worker determines that the report of abuse is a valid complaint, then the complaint must be investigated. To constitute a valid complaint, the official Investigator for CPS will begin their state run, mandated process.