Weekends and holidays are 72 hours, exclusive of service time of 24 hours. If a written report is required, it is due within 24 hours of service.

Under the law, mandated reporters must also follow up with a written report if a child is known to him or her to be a minor (under the age of 18) or reported.

Any person working as a volunteer in a parish or school working as a volunteer at St. Paul's Cathedral must report the abuse or neglect of a minor child. The parish must report the abuse or neglect of a minor child under the age of 18.

Suspected Child Abuse

How to Report

Office for the Protection of Children and Youth (OCPY)

Mnemonic:

If a child is in immediate danger, please call 911.

Outline of Reporting Process

1. DANGER DIAL 911
2. Provide identifying information about the suspected abuse or neglect.
3. Report as many details as possible about what happened.
4. Contact the pastor or vicar in charge of the parish.
5. Contact the archdiocese.

Safe Child is God's Priority! For a listing of local child protection office, call the National Child Abuse Hotline.

Helpful Resources

Compassion. Commitment. Care.

Local Child Protection Office
1-800-422-4453
1-800-543-7709

United Way (1st Call for Help)

No matter what language you speak, call us! 721-4471.
Detailed Steps of Reporting Process

1. Call law enforcement or the child protection agency in the county where the suspected abuse occurred.
   NOTE: You may ask for the support of another person, such as the school principal or director of religious education, and have that person with you when you make the call. However, the report must come from the person who has first-hand knowledge of the reasons to suspect abuse.

2. Provide as much of the following identifying information as possible:
   - Information about the suspected abuser
   - Full name of mother, father, and any other names that may have been used
   - Birth dates of parents, children, and suspected abuser, if known
   - Location at which suspected abuse/neglect occurred

3. Tell the agent what happened. Be as specific as possible. For example:
   - When did the incident you are reporting occur? Yesterday, a week ago, a month ago, etc.
   - How was the child injured? Hit with a fist in the head, pushed into a wall, touched inappropriately, etc.
   - What was the result? Child has 2-inch purple bruise on the right thigh or child has 5 red stripes about 5-6 inches long on his back, child disclosed being inappropriately touched, etc.
   - How often has the suspected abuse/neglect occurred? This is a chronic problem or this is the first time it has occurred or you don’t know.
   - Do you know prior family history that would assist in the investigation? Family recently moved from Anytown, PA.

4. Contact the person in charge where the suspected abuser works or volunteers.
   - The pastor or parochial administrator at a parish or the principal at a Catholic school.

5. Contact the Archdiocese if the suspected abuser is a priest, deacon, religious, or any lay leader of a parish or Catholic school within the Archdiocese.
   - Call the Director of Ministerial Standards and Safe Environment at 651-291-4400.

6. Document and keep on file what you report: the date and time you made the report, the name of the person, and the name of the law enforcement or child protection agency that received the report. Also document any other steps you took to comply with established procedures (e.g., contacting the archdiocese, school principal, etc.).

Keep In Mind
Simply report what you know or suspect. The law enforcement or child protection agency will undertake any necessary investigation after your report is filed.
Your role is simply to report what a child has made known to you or you have observed.

The individual with direct knowledge of suspected abuse or neglect of a child is individually responsible to report to law enforcement or child protection. Reporting the concern to a supervisor, administrator, or other co-workers does not mitigate your responsibility to report to law enforcement or child protection.

You may ask your supervisor, for example the school principal or director of religious education, to be a witness to the phone call as you make your report to the law enforcement or child protection agency.