

## 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.

## Helpful Resources

“Reporting Child Abuse and Neglect: A Resource Guide for Mandated Reporters” Minnesota Department of Human Services (DHS), available in English and Spanish at <http://mn.gov/dhs/> search “child protection”

United Way 211 (First Call for Help)  
1-800-543-7709

National Child Abuse Hotline  
1-800-422-4453

Local Child Protection Office  
Check your local phonebook or see the “Child Protection Phone Numbers” document available in English and Spanish on [archspm.org](http://archspm.org) on the OPCY page

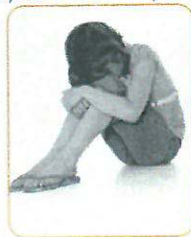
Victim Advocacy and Assistance  
Archdiocese of Saint Paul and Minneapolis  
651-291-4497



## IF A CHILD IS IN IMMEDIATE DANGER DIAL 911

### Outline of Reporting Process

1. **Contact proper civil authorities** – this is the local law enforcement or child protection agency in the county where the suspected abuse occurred.
  - See a county by county listing at [archspm.org](http://archspm.org) on the OPCY page.
2. **Provide identifying information** about the child, parent/guardian, suspected abuser, and anyone else involved.
3. **Report as many details as possible** about what happened.
4. **Contact the person in charge** at the parish or Catholic school where the suspected abuser works or volunteers.
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.
6. **Document and keep information you report** and to whom you make reports.



Office for the  
Protection of Children and Youth (OPCY)

## How to Report Suspected Child Abuse

*Important information for anyone  
working or volunteering in a parish  
or Catholic school*

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*Anyone* working or volunteering in a parish or Catholic school who knows or has reason to believe that a minor (a child under the age of 18) is being abused or neglected or has been abused or neglected must report the abuse or neglect to proper civil authorities within 24 hours of the abuse or neglect becoming known to him or her.

*Many people* working or volunteering in a parish or Catholic school, including clergy, are mandated reporters under state law (Minnesota Statute 626.556) and *must* report abuse or neglect of a child to proper civil authorities within 24 hours or face criminal charges.

Under the law, mandated reporters must also follow up with a written report to civil authorities within 72 hours, exclusive of weekends and holidays.