

## **WHAT TO DO IF YOU SUSPECT ABUSE (Reporting Procedures)**

*You must follow all applicable civil laws for reporting instances of suspected abuse. As a diocesan employee/volunteer, you must also report to your immediate supervisor and your Pastor/Principal/Administrator. It is then your responsibility to make a report to Office of Community Services/law enforcement.*

*Within 5 days of oral report, mandatory reporters are required to complete the following form and submit to Office of Community Services.*

- *Department of Social Services, Office of Community Services: Written Report Form for Mandated Reporters of Child Abuse/Neglect*

*Also, if suspected perpetrator and/ or abuse is related to a diocesan/church/school program, a report must also be made to the diocesan Victim Assistance Coordinator, Sr. Kathleen Farrelly, O.Carm., LCSW, 337-298-2987 as well as to the Chancellor, Msgr. Russell Harrington, 337-261-5613*

## **HOW TO REPORT ABUSE**

### **What To Do If You Suspect Child Abuse or Neglect:**

**Call 855-4LA-KIDS (855-452-5437)**

**for anyone in the state to call and report child abuse or neglect.**

*One number, 24 hours a day, 7 days a week to speak to a trained child welfare worker to report possible abuse and neglect.*

### **Information Needed for Report**

#### **If known, provide:**

- Name, address, age, sex, and race of child
- Nature, extent and cause of child's injuries or endangered condition including any previously known or suspected abuse to the child or to the child's siblings
- Name and address of child's parent or caretaker
- Child's family composition
- Names and ages of all other members of the child's household
- Account of how this child came to the reporter's attention
- Any explanation of the cause of the child's injury or condition offered by the child, caretaker or

any other person

- Any other information which the reporter believes might be important
- The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he is named by the child.

**Remember:**

- Your report is a request for an investigation, not an accusation.
- Information you share is confidential.
- You should report EACH incident of suspected abuse.