

# 10 MANDATORY REPORTING: THINGS YOU NEED TO KNOW



## 1. YOU are a Mandated Reporter

Anyone who works for the organization should keep their eyes and ears open to protect children!

Reporting suspected abuse is part of your job.

Not reporting suspected child abuse can create a liability for your organization and yourself, as the primary goal is to keep our children safe.



## 2. WHAT is Reportable?

If you reasonably suspect any of the following, **REPORT IT!**

- Child Abuse
- Neglect
- Physical Abuse
- Emotional Abuse
- Sexual Activity between a Minor and Adult
- Unjustified Punishment
- Unlawful Corporal Punishment
- Willful Cruelty

Rumors: If unsure, err on the side of caution, report it and allow the agency to investigate and make the final conclusion.



## 3. WHEN AND WHERE Do I Report?

Immediately, or as soon as possible!

By Phone (Child Protective Services or Local Police) To be safe, you may want to report to both.

By Fax/Email within 36 hours.

Submit a written follow up report within 36 hours to the same agency you contacted by phone.

Remember: Telling your supervisor does **NOT** satisfy your obligation to report!

**YOU ARE OBLIGATED TO REPORT.**



## 4. WHERE Do I Find the Report?

Form 8572: SCAR/Suspected Child Abuse Report  
[http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf)

Or CPS Website.

You will need:

- Your name, child's name
- Location of child, school, grade
- Involved parties
- What happened? Why the concern?

Keep a record of date, time and who you spoke with when filing.



## 5. Can I Share the Report with Others?

The report can only be given to:

- The agency you called the report in to:  
Police or Sheriff's Department (not school police), or Child Protective Services
- Report may also be given to designated personnel within your organization, such as:  
Superintendent, Assistant Superintendent, Human Resources Administrator

**DO NOT** give the report to any others without consulting legal counsel as you may lose your immunity.



## 6. Your Protection

### Confidentiality

- Your identity will be kept confidential. Know that if the case is criminally prosecuted, your identity most likely will be disclosed.

### Immunity

- Mandated Reporters have immunity under California law from civil and criminal liability for reporting suspected child abuse.



## 7. What if I Choose NOT to Report?

A mandated reporter who knowingly and willfully fails to report:

- Is **GUILTY** of a misdemeanor
- Punishable by up to 6 months in jail
- Fine of \$1,000 or both

Other possible implications:

- Loss of license or credential
- Civil Lawsuit
- Loss of Job



## 8. Remember, YOU Signed a Statement

Those working with and around children are required to sign a statement that they have knowledge of their mandatory reporting requirements.

Your signed document is in your personnel file.

It states that **YOU KNOW** that reporting suspected child abuse is part of your job and it's your obligation to report any misconduct or child abuse.



## 9. Self - Protection

Here are a few tips to help you avoid situations that could lead to fraudulent allegations of inappropriate conduct.

- Avoid child contact that involves hugging, touching, grabbing, or rubbing/massaging.
- When privacy with children is necessary, leave the doors and windows open when possible.
- For teachers, classroom arrangement should not have sections for privacy.



## 10. Resources

California Department of Social Services (CDSS)  
<http://www.cdss.ca.gov/cdssweb/Default.htm>

Child Abuse and Neglect Reporting Act (CANRA)  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>

The CA Child Abuse & Neglect Reporting Law: Issues and Answers for Mandated Reporters  
[www.mandatedreporterca.com/images/Pub132.pdf](http://www.mandatedreporterca.com/images/Pub132.pdf)

Remember, it's **YOUR** obligation to **NOT** ignore child abuse and misconduct.

**REPORT IT TO THE PROPER AUTHORITIES!**



FOR MORE INFORMATION  
**PLEASE VISIT KEENAN'S  
ABUSE PREVENTION CENTER**

[www.keenan.com/abusepreventioncenter](http://www.keenan.com/abusepreventioncenter)