



## Keep In Mind

If you are a mandated reporter according to Minnesota State statutes and you are concerned that a minor (person under age 18) may be a victim of sexual abuse you are required by law to contact the local law enforcement immediately. **Concerns should be reported to civil authorities within twenty-four (24) hours.**

**Simply report what you know or suspect.** The law enforcement agency will undertake any necessary investigations after a 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 possible child abuse or neglect is individually responsible to report to the police or child protection.** Reporting the concern to a supervisor, administrator, or other co-workers does not mitigate your responsibility to report. The individual may ask her or his supervisor, for example the principal or director of religious education, to be a witness to the phone call as the report is made.

**If your allegation involves a priest, deacon, religious or any lay leader of a school (e.g. principal, teacher), a parish (e.g. administrator), an agency (e.g. Catholic Charities), an institution (e.g. orphanage), contact the diocese after informing local law enforcement.** Call the coordinator of advisor/advocacy services at 651-291-4497 or the Vicar General or the chancellor for civil affairs at the Chancery at 651-291-4400.



## Helpful Resources

**“Reporting Child Abuse and Neglect: A Resource Guide for Mandated Reporters,”** Minnesota Department of Human Services (DHS), <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-2917-Eng>

This 44-page guide is designed to help you better understand the mandated reporter statute and to outline appropriate action you should take if you know or suspect a child is being abused or neglected. The guide is available in English or Spanish and can be accessed online through the Child Protection section of Publications of DHS.

**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 “Family Crisis and Emergency Referral Numbers” brochure compiled annually by the Advocacy office.

**Director of Advocacy**  
Archdiocese of Saint Paul and Minneapolis  
Hayden Center  
328 W. Kellogg Blvd  
St Paul, MN 55102-1997  
651-291-4497

## ***Church/School Personnel of the Archdiocese of Saint Paul and Minneapolis***

# **How to Report Suspected Child Abuse**

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Under Minnesota Statute 626.556, persons in designated professional occupations are mandated to report suspected child abuse or neglect. Persons who work with children and families are in a position to help protect children from harm. These persons are required by law to report to child protection if they know or have a reason to believe that a child is being abused or neglected or that a child has been neglected or abused within the prior three (3) years.

**Church and school personnel are mandated reporters!** This includes clergy except in those cases where reporting would violate established and legally recognized confidentiality requirements or restrictions.

# Helpful Tips for Making a Complete Report of Suspected Child Abuse



## Overview of Reporting Process:

1. First, contact the local law enforcement or child protection agent in your county. Then contact the person in charge of the parish (e.g. the pastor), school (e.g. principal), agency or other institution where the alleged offender serves unless you have already done so.
2. Have the following identifying information ready:
  - Full name of mother, father and any other names that may have been used
  - Birth dates of parents, children, and alleged perpetrator, if known
  - Give as much information as possible about the alleged perpetrator
3. Document and keep on file what you report including the date and time when you made the report, the name of the person and the agency who received the report, and any other steps you took to comply with established procedures (e.g. contacting the diocese, school principal, etc).

## Steps for Reporting:

1. Call the local law enforcement or child protection agent in your county. Phone numbers are provided in the phone book or in the brochure "Family Crisis & Emergency Referral Numbers" included in the pocket of this resource guide.
2. Tell the agent where the abuse/neglect occurred. This is essential to determine police jurisdiction. The victim's residence may be different from where the abuse occurred so please be specific about both, when possible. Do not give a P.O. Box alone. Route numbers have been converted to five digit street addresses.
3. Tell the agent what happened. A report saying "the parent's friend hit the child" is not sufficient. For example:

*Where was the child hit?*  
In the head, on the face, on buttocks, etc.

*What was the child hit with?* Mom's hand, a belt, a bat, 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.
4. Tell the agent how often the abuse/neglect occurs. Is this a chronic problem or the first time this has occurred? Do you know prior family history that would assist in the investigation?
5. When did the incident you are reporting occur? Yesterday, a week ago, a month ago?
6. If your allegation involves a priest, deacon, religious or any lay leader of a school (e.g. principal, teacher), a parish (e.g. administrator), an agency (e.g. Catholic Charities), an institution (e.g. orphanage,) contact the diocese after informing local law enforcement. Call the coordinator of advisor/advocacy services at 651-291-4497 or contact the Vicar General or a chancellor by calling the Chancery at 651-291-4400.