

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7006

SUBJECT: ABUSE REPORTING

POLICY: If staff has knowledge or reasonable suspicion that child abuse, neglect or elder abuse, neglect or exploitation is taking place, this concern must be reported immediately to the appropriate authorities after consultation with direct supervisor when practicable.

PROCEDURES:

- 1) Reports of abuse and neglect (children and adults) can be reported by calling the Abuse Hotline 1-800-962-2873 or if the wait is lengthy to get an operator, a voicemail message can be left at 1-800-770-0953 or a written report can be sent by FAX to 1-800-914-0004. The phone call must be made from a Catholic Charities number that will register on Caller ID and should be made with a witness present. For multiple office lines, the main number is the only line that will identify Catholic Charities. As a mental health professional, the caller must identify himself/herself as a Mandatory Reporter and be prepared to give the following information:
 - a) Reporter's name, place of employment, and credentials.
 - b) Names and addresses of child and parent(s) or guardian(s) if known.
 - c) Child's age and sibling(s) name(s) and age(s), if known.
 - d) Nature and extent of alleged abuse or neglect.
 - e) Identity of alleged abuser, if known.
 - f) Other information reporter believes would be helpful in establishing cause of injury or neglect.
- 2) Parents/legal guardians should be informed, if worker has the knowledge that a child has been abused or has been a perpetrator of abuse and parents do not know. The worker can inform the parents that an abuse report will be made, unless the parent is the suspected perpetrator of the abuse. If the parent is the suspected perpetrator, the worker should keep the reporting confidential.
- 3) The situation must be discussed immediately with the supervisor or Division Director any time an abuse/neglect report is made. A High Risk Report form must be filled out and signed by the supervisor. The report should be documented in the record.
- 4) Children witnessing domestic violence in the home must be reported.

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- 5) The nature of any high risk case (without client name) must be reported on a Division Report Form, which is then sent to the CQI Committee for quarterly review.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 06/25/09