

Child Abuse Reporting Guidelines

REMEMBER: Throughout the reporting process, it is important to maintain a **high level of confidentiality and professionalism** because of the sensitive nature of the report.

Basic Reporting Guidelines

If you suspect or have been told by a child about abuse, only ask 4 questions:

What happened?

When did this happen?

Where were you when this happened?

Who did this to you?

Any other questions may contaminate the case.

If you witness, suspect, or receive a report of child abuse:

1. Remove the child from immediate harm
2. Call 9-1-1 to report the abuse
3. Report the situation to the program director

When reporting abuse, provide when possible:

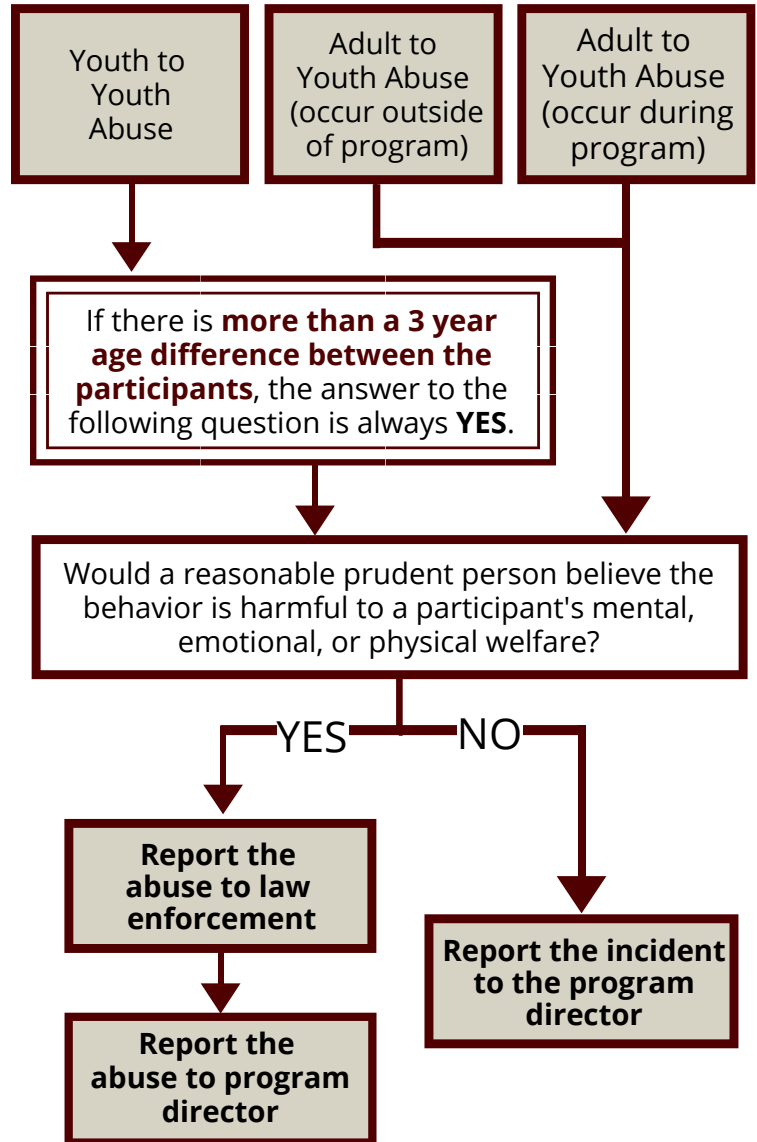
- The child's name, description, age, & address
- The name & address of the person responsible for the care, custody, or welfare of the child
- Any other information to help authorities assist the child (who, what, when, & where).

Provide the following to the program director:

- The name of the law enforcement official who took the report
- The time of the report
- A brief summary of your discussion with law enforcement

Program directors must file an online report with the Texas Department of Family and Protective Services, after it has been reported to law enforcement.
www.txabusehotline.org

Sexual Abuse Reporting Guidelines



Parents or guardians of children involved should be notified after the program director regardless if the behavior is considered harmful or not, unless law enforcement instructs you not to contact them.

For more information about the the State of Texas' policies on reporting suspected or reported abuse or neglect, see Texas Education Code, Title 3, Subtitle A, Chapter 51, Subchapter Z, Section 51.976.