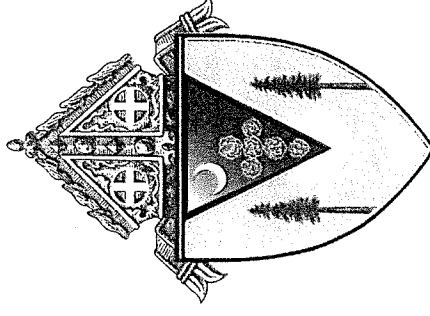


**Mandated Reporting Requirements
Employees and Volunteers
of the
Diocese of Santa Rosa**



September 2019

Who is Required to Report Abuse?

According to California law, certain categories of people are mandated reporters of child abuse and neglect. The Diocese of Santa Rosa, however, requires all clergy, employees and volunteers at each of our locations to consider themselves mandated reporters. The Diocese of Santa Rosa takes the protection of the children in our care very seriously and expects that anyone who works or volunteers at our various parishes, schools or other entities will follow this requirement.

What Must be Reported?

Anyone who has reasonable suspicion that a child is being abused or neglected must report their suspicions to the proper authorities.

'reasonable suspicion' means that it is objectively reasonable for a person to entertain a suspicion based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. 'Reasonable suspicion' does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any 'reasonable suspicion' is sufficient.

When Does Something Need to be Reported?

When there is reasonable suspicion that a child is being abused or neglected, the employee or volunteer must immediately, or as soon as is reasonably possible, call and report it to the appropriate authorities. This verbal report is to be followed up with a written report within 36 hours. The written report may be faxed, emailed, or mailed to the individual who took the report.

Who do I Report to?

If the suspected abuse is occurring in the home by a family member or someone who lives in the home the call is to go to local Child Protective Services.

If the suspected abuse is occurring outside the home, the call is to go to local Police or County Sheriffs.

Instructions Suspected Child Abuse Report Form BCIA 8583

[https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/bcia_8583.pdf?](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/bcia_8583.pdf)

Section A – Reporting Party

To be completed by the reporter with Name, Title (if applicable) Business or Agency address (can use parish or school address), Telephone Number for Reporter, Date and Signature

Section B - Report Notification

It is essential that this information be filled in as the person is making the report on the phone. This is the necessary information that will let the reporter know where to mail the written report. The reporter can ask if the agency prefers a fax, email, or regular mail to receive the written report. If they say they don't need it, mail it anyway.

Section C – Victim

Fill this information in carefully. Be sure that the name, address and date of birth are accurate, if known. Relationship to the suspect is important – it is the relationship of the VICTIM to the SUSPECT. If there are multiple victims, a separate report must be filled out for each victim.

Section D – Involved Parties

Victims Siblings – if this information is known, fill in names and dates of birth accurately

Victims Parents/Guardians – if this information is known, this section must be filled out as accurately as possible.

Suspect – If known, fill in all information as completely and accurately as possible

Section E – Incident Information

This section is to report what the victim said or what the reporter observed. Dates/times and location can be based on the words of the victim or your own observations