

Reporting Child Abuse is Mandatory!

See the attached form to document your call. This documentation must be kept indefinitely in the parish or school office.

Before the call:

1. Be prepared to provide relevant case details to the Oregon Child Abuse Hotline. The type of information commonly requested can be found on the Oregon Department of Human Services website: https://www.oregon.gov/dhs/ABUSE/Pages/mandatory_report.aspx
2. As a mandatory reporter under Oregon law, if you have reasonable cause to believe that a child has been or is being abused, you **must immediately** make an oral report by telephone to the Oregon Department of Human Services, at **1-855-503-SAFE (7233)**, or to local law enforcement. **If you think someone is being hurt or is in danger call 911.**

While on the call:

3. Ask for the name and email address of the person you are making the report to. If they ask why you need this information, let them know that you are required by the Archdiocesan policy to follow up the call with an email confirming that you just made an abuse report.
4. Be sure to document on the form the response you received from the intake person. Responses might include, opening an investigation, not enough information to begin an investigation or this information will be added to an existing report received earlier.

After making the report:

5. Send an email to the intake person you spoke with. Confirm you just made a call about possible abuse. Include your full name, your church or school, contact information and who you made the report about. Ask the person to respond back that they received your email confirmation.
6. Contact the Child Protection Office about the report of abuse if the person suspected of abusing a child works in or volunteers at a parish or catholic school.