



Holy Sepulcher and Saint Kilian Parishes

School Protocol for Reporting Suspected Child Abuse



New amendments to the Child Protective Services Law (CPSL) took effect in 2015 in Pennsylvania. These amendments establish important requirements for reporting and make failure to report child abuse a crime.

Under the Child Protective Services Law of Pennsylvania (CPSL) “child abuse” is not limited to sexual abuse. It includes inflicting or creating an imminent risk of physical injury, mental injury, sexual abuse or exploitation, or harmful physical neglect. A “child” is any individual who is under the age of 18.

The Diocese of Pittsburgh urges that all Church Personnel resolve any questions about the interpretation of the law in favor of reporting.

You must report all suspected abuse, not just abuse perpetrated by church personnel. You do not need to make a first-hand observation of the suspected child abuse victim.

- **IF A CHILD VOLUNTARILY DISCLOSES ABUSE:**
 - ♦ Control your emotions and do not look shocked or disgusted.
 - ♦ Listen: let the child talk at his/her own pace.
 - ♦ Reassure: let the child know it’s not his/her fault and that you are going to help them.
 - ♦ Document: write down the date, time and specific circumstances of the disclosure including who was present and what prompted the child to reveal the abuse.

- **DO NOT:**
 - ♦ Force the child to talk. Let the child know that you are concerned and that you are available if they need to talk to someone.
 - ♦ Ask the child to disclose abuse separately to different staff members.
 - ♦ Keep asking questions because you want to prove child abuse.
 - ♦ Touch the child without their permission.
 - ♦ Prohibit the child from returning to their home.

TO REPORT THE ABUSE: If you suspect that a crime has been committed or the suspected victim is in imminent danger call 911 or local law enforcement authorities and report the incident immediately.

STEP 1: File a written electronic report within 48 hours at
<https://www.compass.state.pa.us/cwis>

- Select “individual account,” then select “access my referrals.” When it asks for the organization name enter in “Saint Kilian” and select “educational account.”

***NOTE:** if you do not have access to a computer to file the report electronically you may call the Abuse Hotline at (1-800-932-0313, 24 hours a day, seven days a week). You will need to follow-up the call with a written report using Form CY47, which can be found on the same website as above.

(continued on reverse)

<i>Protocol for Reporting Suspected Child Sexual Abuse for Saint Kilian Parish</i>	<i>Effective Date: 9/10/2008</i>	<i>Revision Date: 1/2021</i>
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STEP 2: Report the suspected abuse to your immediate supervisor/the staff person designated by the pastor to report the abuse:

Principal Kristen Schwalm kschwalm@saintkilian.org or 724-625-1665 ext. 2109
(school reporting)

In all instances the pastor should be informed

SCHOOLS NOTE:

1. If the suspected perpetrator is the school administrator to whom the report would normally be made, bypass the administrator and immediately report the suspected abuse to local law enforcement officials, the district attorney, and lastly, the Superintendent of Schools.
2. Otherwise, upon receipt of a report of suspected abuse by a school employee, the school administrator should immediately report the suspected abuse to local law enforcement officials, the district attorney, and lastly, the Superintendent of Schools.
3. Upon receipt of a report of suspected abuse by a school teacher, the Superintendent must report the same to PDE within 15 days.

Any individual in the parish (paid/volunteer) who comes into contact with children in the course of his or her work/ministry and has “reasonable cause to suspect” that the minor has been abused is considered to be a mandated reporter. Reasonable cause is not limited to first hand knowledge only, but also secondhand information as well.

You are mandated to report child abuse incidents involving children who are under the supervision, guidance or training of the church/school entity with which you are affiliated, regardless of 1) whether you learned of the abuse on/off duty or 2) the location the suspected abuse occurred.

While school employees and administrators (which includes pastors who oversee parochial schools) are required to follow the general reporting mandates of the CPSL, they are also subject to different reporting procedures when the perpetrator is another individual who works in the school. **School personnel should follow the Catholic School Protocol for reporting suspected child abuse.** All others should adhere to the above protocol.

The CPSL specifically grants civil and criminal legal immunity to any individual who, in good faith, makes a report of suspected child abuse.

(Diocese of Pittsburgh, Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania, Rev. 2015)

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