

GUIDE FOR REPORTING ABUSE

(A tool to assist anyone reporting suspected abuse)

Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to: (A) a local law enforcement agency; (B) the Department of Kentucky State Police; (C) the Cabinet or its designated representative; or (D) the Commonwealth’s attorney or the county attorney; by telephone or otherwise. See details in #4 below.

School personnel or other persons listed in KRS 620.030(2) are required to submit a written report, if requested. They **do not have the authority** to conduct internal investigations in lieu of the official investigations.

Type Report: ___ Minor ___ Adults Incident Date(s): _____

County of Report _____ Report Date: _____

1. Information about Person(s) Being Abused:

	<u>Name(s)</u> -Please print.	<u>Age</u>	<u>Sex</u>	<u>Nature of Report</u> (See Categories.)
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____
D.	_____	_____	_____	_____

Categories (as many as apply)

- | | | | |
|--------------------|------------------|----------------------|-----------------|
| 1. Physical Injury | 3. Mental Injury | 5. Self-Neglect | 7. Exploitation |
| 2. Sexual Abuse | 4. Neglect | 6. Caretaker Neglect | 8. Harassment |

Address _____

Street/Rural Route
City/Zip
County
Telephone #

Parent/Guardian Name(s) _____ Relationship _____

Other Household Members _____

2. Describe nature/extent/causes of abuse/neglect/exploitation or harassment. List witnesses and/or collateral contacts, previous incidents or reports. Describe behavior of alleged perpetrator (dangerous?).

(OVER)

3. Alleged Perpetrator (if different from parent(s)/guardian above):

Name _____ Relationship _____

Address _____
Street/Rural Route City/Zip County Telephone Number

____ Yes ____ No Individual has contact with minors as a volunteer or paid employee of Catholic parish, school, or diocese?

If yes, list location (see #4, Step 2): _____

4. Action(s) Taken:

Step 1: Report to civil authorities, as **required by Kentucky Law KRS 620.030** (choose option below):

- a. Called Kentucky Abuse Hotline (1-877-597-2331 toll-free) _____
Case #, details _____
- b. Reported to Local Police --Details: _____
- c. Reported to local Commonwealth Attorney--Details: _____

Step 2 (if needed): Called diocese’s Pastoral Assistance Coordinator **if** the alleged perpetrator has contact with minors as a volunteer or paid employee of the parish/ school/ diocese (confidential, dedicated phone line: 270-852-8380 in English; 270-880-8360 in Spanish).

Date and other details: _____

Step 3 (if needed): Reported to appropriate Church personnel if the diocese may have liability risks related to this situation, (e.g. pastor, principal, parish administrator, diocesan Human Resources Office, Office of Safe Environment).

Name, date, and details: _____

Other steps taken-Explain _____

5. Please include any other information that you feel is pertinent but not already mentioned above.

6. Person filing report, if required by parish or school personnel (report will be held in confidence, **subject to KRS 620.030, Duty to report dependency, neglect or abuse**):

Name _____ Date _____

The Catholic Schools Policy Handbook requires that a school person making a report should immediately inform his/her supervisor that a report has been made.