



Archdiocese of Seattle Office for Catholic Schools

Reporting Child Abuse

1. The laws of the state of Washington mandate that school personnel promptly report alleged or suspected child abuse and/or neglect to the Washington Department of Children and Family Services (CPS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.
2. Washington law requires school professionals to notify CPS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse. Mere suspicion of abuse makes a call to CPS necessary. Furthermore, Washington law protects school professionals from litigation if the CPS call was made in good faith.
3. Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.
4. School personnel shall follow Archdiocesan procedures, which have been developed in accord with Washington law. The school personnel shall maintain confidentiality for the benefit of all involved.
 - a. If the alleged abuser is a parent, guardian or caretaker at the time of abuse:
 - Call the CPS office (SEEK CURRENT NUMBER ONLINE)
 - Report within 48 hours of the time abuse is noted.
 - Telephone report to CPS as early in the day as possible.
 - Make the report prior to contacting the child's family. It is the responsibility of the school employee to consult with the CPS worker to decide how to notify the family of the referral.
 - Document the phone call on the "Reporting Suspected Child Abuse Form."
 - Inform the pastor immediately with a copy of the written report.

b. If the alleged abuser is a school employee or volunteer:

- Call the CPS office as described above, following the first two steps.
- Report allegation to the Assistant Superintendent for Personnel in the Office for Catholic Schools. Continue to collaborate with the office toward an appropriate resolution of the situation.
- Suspend with pay the school employee from school duties where any interactions with students would be required. Document the suspension in writing, specifying “until investigation has been completed.”
- Inform the employee that a report has been made to CPS and that CPS is obliged to inform the employee of his/her rights during and after the investigation. The employee may be informed concerning his/her legal rights to consult an attorney.
- Inform the Pastor immediately with a copy of the written report

Record for reporting Suspected Child Abuse

Reports of child abuse or neglect to Child Protective Services (CPS) must be done within 48 hours or the time it is noted. Report should be telephoned to CPS (check online for current phone numbers).

The principal or other administrator may assist in making the referral. However, a teacher or volunteer may not choose to not take the responsibility to report suspected abuse or neglect, even if waived by administrative veto. Reporting anonymously does not meet the mandatory reporting obligation of an educator.

Fill our prior to calling CPS: (This information will be requested by the intake officer)

Child's Name: _____

Address: _____ Birthdate: _____

Parent's Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Nature and extent of suspected abuse: _____

Information on previous injuries of background data: _____

Identity of alleged abuser (if known): _____

Your name: _____

Date: _____ Time: _____

CPS intake officer: _____

Other: _____