

Checklist for Reporting Child Neglect and Abuse

Information about child (victim):

- _____ Name
- _____ Age
- _____ Address
- _____ Current location
- _____ Person caring for child
- _____ Child's parent/guardian/custodian
- _____ Is child receiving medical or in need of medical treatment?
- _____ Siblings of child who may be in danger

Information about parent(s):

- _____ Name(s)
- _____ Address (es)
- _____ Telephone number(s)
- _____ Any history of violence or other calls for service (esp. abuse/neglect calls)

Nature of allegation (give as much detail as possible and use the exact words of the child):

- _____ Physical abuse
- _____ Sexual abuse
- _____ Neglect
- _____ When
- _____ Where
- _____ Timeframe

Alleged perpetrator information (if known):

- _____ Name(s)
- _____ Address (es)
- _____ Telephone number(s)
- _____ Relation to child
- _____ Behavioral issues
- _____ Other children who may be at risk

Contacts:

- _____ DCS abuse hotline called (800-800-5556) When:
 Person spoken with:
- _____ Law enforcement Agency notified (not necessary if hotline called) When:
 Which agency: Person spoken with:
- _____ Pastor notified When & How:
- _____ For Catholic Schools → Notice sent to CSO When:
- _____ For parishes → Notice sent to Vicar General When: