

Mandatory Reporting of Suspected Child Abuse Quick Reference Guide to Reporting

A Message from the Director,

You are now part of the Archdiocesan commitment to create a network of prevention and protection for our youth. The purpose of this handout is to provide you with a resource summarizing the Archdiocese of Philadelphia's policy on reporting suspected child abuse. Thank you for taking this training and for all that you do for the Church. Your efforts here will contribute to the creation of an environment where our children can flourish into the people that God intended.

*Leslie J. Davila, Director
Office for Child and Youth Protection*

Under PA Law and Archdiocesan Policy

Any mandated reporter who has *reasonable cause to suspect* child abuse has occurred is obligated to take the following course of action:

1. Make a report to ChildLine by **telephone** at 800-932-0313 or **electronically** at <https://www.compass.state.pa.us/CWIS/Public/ReferralsLearnMore>, when the child does not appear to be in immediate danger of abuse or harm.
2. **Within 48-hours** of telephone reports to ChildLine, you must submit a written CY-47 report with the county Children & Youth services where the alleged abuse took place. The CY-47 may be completed electronically on the Department of Human Services website at [compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS) or downloaded from OCYP's website at childyouthprotection.org. It is not necessary to complete a CY-47 when you have made an electronic report.
3. Notify the person in charge of the institution *immediately*. In cases where the suspected abuser is a member of the clergy or a church official, staff person or volunteer, the person in charge of the institution must call the Archdiocese's **Office of Investigations**.

ChildLine at (800) 932 - 0313
Office of Investigations at (888) 930 - 9010