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
- Emotional abuse
- 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:

**FORM COMPLETED BY:** ________________________________________________  **DATE:** ________________________

9/16/2020