

CHILD ABUSE REPORTING INFORMATION AND CHECK LIST

WHO MUST REPORT?

- C.R.S. §19-3-304(aa) Persons Required to Report Child Abuse or Neglect:
 - Clergy Members, which includes recognized leader of any religious body, licensed minister of a church, member of a religious order
 - Recognized religious leaders could be Sunday School Teachers, Bible Study Leaders, of regular volunteers at youth events and meetings. It is for the *victim* to determine whether the person is a recognized religious leader.

WHEN TO REPORT?

- Reasonable cause to know or suspect that a child has been subject to abuse/neglect or observed conditions that would reasonably result in abuse or neglect
- Reasonable cause is based on the facts taken together with rational inferences from those facts
- If the alleged victim of the suspected abuse or neglect is eighteen years of age or older; and you have reasonable cause to know or suspect that the perpetrator of the suspected abuse or neglect: 1) Has subjected any other child currently under eighteen years of age to abuse or neglect or to circumstances or conditions that would likely result in abuse or neglect; or 2) Is currently in a position of trust, as with regard to any child currently under eighteen years of age, then you must report.

WHERE TO REPORT?

- In the county where the activity is taking place; report to local child abuse hotline, county social services department, or local law enforcement agency
 - If the situation is an emergency and the child is in immediate danger, call 911 or local law enforcement.

Important Phone Numbers:

- **Colorado Department of Human Services: 1-844 – 264-5437 (844-CO-4-KIDS)**
- **Northglenn PD – 303-450-8897**
- **Thornton PD – 720-977-5124**
- **Ft. Lupton PD – 303-857-4011**

I'VE REPORTED, NOW WHAT?

- Stay with the victim until law enforcement has arrived, do not let the victim be alone
- Do not release the victim into the custody the parent if the suspected abuser is that parent or resides in the home
- Document your report:
 - Follow-up with an email/ letter to the County Department and/or law enforcement agency detailing the efforts you took and the allegations that were made
 - Note the time and with whom you spoke with at the county department, local law enforcement, or on the Hotline
 - Write down and describe what the victim told you, if the victim informed a volunteer, have the volunteer do the same
 - Keep a copy for yourself. If and when you leave the church, agency, or organization you are working at, make sure to keep a copy of all child abuse reporting incidents you made.
 - Inform church leadership of the incident by submitting a copy of your documentation of the event to your Campus Pastor, and business administrator. If the incident involves a member of the church leadership, inform the highest member of church leadership

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