

# HOW TO REPORT ABUSE: ALASKA

## DISCLOSURE TIPS



### WHAT DO YOU SAY?

- An adult's reaction to disclosure plays an important role in the beginning of the healing process for the child.
- "I'm really glad that you told me."
- "It took a lot of courage to tell me."
- "It's not your fault."
- "We will work together to get you help."
- "I will need to tell some other people who help to protect children."

### WHAT ARE THE CHILD'S NEEDS?

- Be careful not to make promises that you cannot keep. Do not promise you will not tell anyone.
- Report immediately.
- Only speak to those who have to know – confidentially.
- Gentle honesty – keep information age-appropriate and general.



### HAVE THIS INFORMATION AVAILABLE:

- Name, age, date of birth, gender, ethnic heritage/race and current address of the child
- Where the child is at the time of report
- Names, addresses and phone numbers of parents and siblings (if the street address is not known or there is no house number, provide a description of the house and where it is located)
- Names, addresses and phone numbers of other significant relatives (if the street address is not known or there is no house number, provide a description of the house and where it is located)
- If the child has Alaska Native or American Indian heritage, their Tribal affiliation
- What type of abuse has happened, how often it is happening and how serious it is
- What happened that made you decide to report now? Was there an incident or situation that led to the report?
- Current condition of the child
- Names, addresses and phone number of person(s) suspected of abuse or neglect of a child.
- Any action taken by reporter (or others)
- The name, address and phone number of the person making this report.
- Names of individuals who might have more information
- Anonymous reports are also acceptable (mandatory reporters must provide their name and contact information so it can be verified that they reported)
- Whether the reporter witnessed the abuse or neglect, the dates of occurrence
- The names, addresses and phone numbers of others who have knowledge of the incident or situation (if the street address is not known or there is no house number, provide a description of the house and where it is located)
- Whether you have a concern for the immediate safety of this child or other children in the home
- Whether the reporter told the family of plans to file this report
- Whether you want the family and others to be given your name.





## HOW TO REPORT

If you suspect a child was abused or neglected, immediately contact the Office of Children's Services (OCS) hotline. You can call at any time, any day of the week.

**Phone:** 1-800-478-4444

**Email:** [reportchildabuse@alaska.gov](mailto:reportchildabuse@alaska.gov)

**Fax:** 907-269-3939

If you are unable to reach OCS, you must contact the law enforcement agency responsible for your area. If you live in an urban area with municipal police department, the responsible agency would be the municipal police department. If you live in an area covered only by Alaska State Troopers, they would be the responsible agency. If you live in a village with Village Public Safety Officers (VPSOs) and Village Police Officers (VPOs), you should contact both the local law enforcement (VPSO and VPOs) and the Troopers covering your village.

In an emergency situation where the child is facing an immediate danger, you should call 911, and take whatever actions you can without putting yourself at risk of harm to make the child safe until authorities take over.

For mandatory reporting training and a sample of the intake questions asked when a report is called in, please visit [www.ReportChildAbuse.alaska.gov](http://www.ReportChildAbuse.alaska.gov)