

HOW TO REPORT ABUSE: NEW YORK

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.

INFORMATION NEEDED



HAVE THIS INFORMATION AVAILABLE:



WHO: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.

WHAT: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

WHEN: When the alleged abuse/neglect occurred and when you learned of it.

WHERE: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

HOW: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.



HOW TO REPORT

In accordance with New York law all school personnel and educators are mandated reporters. If you suspect a child is being abused please call in a report: **Mandated Reporter:** (800) 635-1522 **Public Hotline:** (800) 342-3720 **For Abuse by Institutional Staff:** 1-855-373-2122

After making an oral report mandated reporters must follow up with a written report within 48 hours to the local department of social services. You may contact your local department to obtain a copy of the appropriate form or visit the New York State Office of Children and Family Services (OCFS) website at ocfs.ny.gov.

- Click on "Forms", then click on "Try a keyword search...", enter the form number in the box and click "Find". To contact your local department of social services, click here: <http://ocfs.ny.gov/main/localdss.asp>

For more information on mandated reporting please visit <http://ocfs.ny.gov/main/publications/Pub1159.pdf>. *If you suspect a child is in immediate danger, call 911.*