

# GUIDELINES FOR REPORTING ABUSE

Your **first responsibility is to ensure that all persons are safe** in their current environment. If the child or adult you are working with is in clear and present danger, **please call 911 immediately.**

## WHO ARE MANDATORY REPORTERS?

- Anyone who has professional contact with a child under the age of 18, such as a teacher, social worker, respite provider or child care worker. To file a report contact

**Dane County Child Protective Services (CPS):**

**\*Regular business hours 7:45-4:30: 608-261-KIDS**

**\*Emergency evening or weekend hours: 608-255-6067**

- Anyone who has professional contact with a vulnerable adult, who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs, is a mandatory reporter. To file a report contact

**Dane County Adult Protective Services (APS):**

**\*Regular business hours: 608-242-6466 (Maya Fairchild)**

**\*Emergency after hours: 608-242-6371 or 261-9933**

As a mandatory reporter you are required by law to report evidence or suspicion of abuse. Any person participating in good faith in making the report shall have immunity from any liability, civil or criminal, that may result by this action.

## WHAT IS REPORTABLE?

1. **Child Protective Services:** Physical Abuse, Sexual Abuse, Verbal Abuse, Significant Neglect
2. **Adult Protective Services:** Physical Abuse, Sexual Abuse, Verbal Abuse, Neglect, Financial Exploitation, Unreasonable confinement or restraint, Treatment without consent

## HOW AND WHEN TO REPORT:

- **Physical or Sexual Abuse** - Abuse which is actually witnessed, reported to you by a child/adult, or indicated by visible signs of abuse, such as marks, bruises, or unusual vaginal or genital redness should be immediately reported to administrative staff at FSRC. FSRC has long-term relationships with families, and it is important to try to maintain these connections if possible. To make a report for a child, contact the Department of Human Services, Child Protective Services. To make a report for an adult, contact the Adult Protective Services. Be prepared to give as much of the following information as possible: (1) name of child/adult, (2) name of parent (mother)/guardian, (3) child's date of birth, (4) address, and (5) phone number.

After hours, leave message giving information on the report and someone from their intake staff will return your call.

- **Verbal Abuse or Neglect** - This abuse may be more questionable, but should be discussed with your supervisor at FSRC. If it is felt that further action should be taken, call appropriate number. This may also involve longer term work between the Case Manager and family to deal with issues.

## **WHAT HAPPENS AFTER ABUSE HAS BEEN REPORTED:**

- CPS/APS, possibly in conjunction with the local Police Dept. (Sensitive Crimes Unit), can and will initiate an investigation of reported abuse and work together on a co-investigation following an inner departmental review of report.
- You may be interviewed by one or both regarding the report, but will not necessarily be given any specific information on the investigation besides its outcome.
- Interviews are also done with the child/adult, parent/guardian and/or perpetrator. If there is a chance that the child may be abused again, the police or CPS/APS may intervene immediately.
- Make sure to make contact with the worker or their supervisor if you need information to complete a Critical Incident report
- No investigation – staff will continue to offer resources to the family.

## **PLEASE REMEMBER**

- FSRC staff have a legal obligation to report
- You are not in the position or responsible for investigating possible abuse or neglect – leave that to the experts. Discuss situation with your supervisor and/or Executive Director to determine if a report should be made.
- Your name will not be revealed to the family without your consent.

To learn more about Wisconsin State Laws on Abuse and Dane County Human Services please visit:

[http://www.danecountyhumanservices.org/cyf\\_child\\_protective\\_services.htm](http://www.danecountyhumanservices.org/cyf_child_protective_services.htm)

[www.danecountyhumanservices.org](http://www.danecountyhumanservices.org) › [Protective Services](#) › [Adult](#)

<http://dhfs.wisconsin.gov/aps/index.htm>   <http://dhfs.wisconsin.gov/Children/CPS/>