

Professionals working with children are required by law to report suspected child abuse and neglect when they have reason to believe that abuse or neglect has occurred.

## To Report Abuse or Neglect Call...

Baltimore City Police: **911**

Baltimore City Child Protective Services: **410.361.2235**

Baltimore County Child Protective Services: **410.853.3000**

### Don't forget...

Oral report as soon as possible to Child Protective Services or Police

Written report within 48 hours to Child Protective Services & Local States Attorney's Office

### What You Need to Report:

- Child's Name, DOB, home address
- Parent or Guardian's name, address, contact number
- Nature and extent of abuse or neglect (minimal facts)

### Minimal Facts:

- Listen, let the child talk (you might get all you need)
- Ask open-ended questions: **Who, what, where?**
- Keep questions simple (follow-up questions are usually not needed)
- Recognize this may be difficult for the child, and they might not be ready to tell everything
- It's not your job to investigate

Even if you don't have all of the information, still make a report!



Baltimore Child Abuse Center

[www.bcaci.org](http://www.bcaci.org)



# Making a Report of Child Abuse or Neglect

This sheet is meant as a guide to help you remember information as you speak to the child and then make your report to Child Protective Services (CPS) or Police. Even if you don't have all the information you should still make a report!

## Information needed to report out:

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Alleged Offender's Name (if known): \_\_\_\_\_ Age: \_\_\_\_\_

Address (if you have it): \_\_\_\_\_

Notes on Suspicion/Child Disclosure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Information for your records:

Director/Designee Name & Contact Information: \_\_\_\_\_

Date and Time Report Made to Director/Designee: \_\_\_\_\_

CPS and/or Police Name & Contact Information: \_\_\_\_\_

\_\_\_\_\_

Date and Time Report Made To CPS and/or Police: \_\_\_\_\_

Date, Time, and Number/Email Written Report Sent to CPS: \_\_\_\_\_

\_\_\_\_\_

**Keep a copy of written report for your agency's internal documentation and records.**

