



## **DIOCESE OF LAKE CHARLES**

### **RESPONDING TO AN ALLEGATION OF SUSPECTED CHILD ABUSE**

Procedures for Pastoral Response and Mandated Reporting of  
Any Allegation of Abuse or Neglect of a Minor

**Listen:** First and foremost, listen compassionately, validate the courage of the person making the report, and apologize for any pain the reporting person is feeling.

**Get basic facts:**

1. Who?
  - a. Name, age, sex, address, phone number of the victim
  - b. Name, address, phone number of child's parent or caretaker
  - c. Name, address, phone number of witnesses
  - d. Name, address, phone number of the alleged perpetrator and their relationship to the child
2. What?
  - a. Nature of allegation, extent and cause of child's injuries
3. When?
  - a. Time of occurrence(s)
4. Where?
  - a. Location: Physical address, specific location at that address

Refer to the "Suspected Child Abuse Report" form. **Do not investigate the incident.**

**Immediately Call:** First report to Louisiana Department of Children & Family Services (855) 452-5437 or local law enforcement and then to the Vicar General (337) 439-7400.

*When you call in the Report, ask for the name/phone number of the person taking the Report, any case number and the address for mailing the written Report.*

**Consider:** Asking the person or persons making the allegation to join you when you call in the Report. If the reporting person is an adult, encourage him or her to also report the allegation directly.

**Outreach:** Call the Office of Child & Youth Protection (337) 439-7400, Ext. 313 for information on counseling and other outreach to the victim and their families.

**Conclude:** Offer reassurance, hope and continued support.

**Child Abuse Form:** A copy of "Reporting Concerns for Child Victims" is available by [clicking here](#) or using the link below:

[http://www.dcf.louisiana.gov/assets/docs/searchable/Child%20Welfare/MandatedReportersForm\\_CPI\\_2.pdf](http://www.dcf.louisiana.gov/assets/docs/searchable/Child%20Welfare/MandatedReportersForm_CPI_2.pdf)

**Note:** For more information on mandating reporting see appendix 704 in the Diocese of Lake Charles *Handbook of Policies and Guidelines*.