

## **CHILD ABUSE REPORTING INFORMATION AND CHECK LIST**

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### **WHO MUST REPORT?**

- C.R.S. §19-3-304(2) Persons Required to Report Child Abuse or Neglect:
  - Mental health professionals; Psychologists; Licensed Clinical Social Workers, Licensed Professional Counselors; Licensed Marriage and Family Therapists; Licensed and Certified Addiction Counselors, Registered Psychotherapists
  - Please note that these professions are mandated reporters 24 hours a day, 7 days a week. This mandate applies to all situations, whether or not the victim or alleged abuser is your client.

### **WHEN TO REPORT?**

- When the child is under the age of 18:
  - Reasonable cause to know or suspect that a child has been subjected to abuse/neglect or observed circumstances that would reasonably result in abuse or neglect
  - Reasonable cause is based on the facts taken together with rational inferences from those facts
- When the suspected abuse or neglect is not reported until the alleged victim is 18 or older:
  - Reasonable cause to know or suspect that the perpetrator of the suspected abuse or neglect
    - Has subjected another child currently under the age of 18 to abuse or neglect or to circumstances or conditions that would likely result in abuse or neglect; and
    - Is currently in a position of trust as defined by C.R.S. §18-3-401 (3.5) with regard to any child currently under the age of 18.

### **WHERE TO REPORT?**

- In the county where the activity is taking place: you may report by calling the Colorado Child Abuse and Neglect Hotline 1-844-264-5437, county human services department where the alleged abuse/neglect occurred, and/or local law enforcement agency. Hotline calls may be forwarded to the county here the child resides.

### **WHAT TO REPORT?**

- C.R.S. §19-3-307 (2) requests that all reports include the following, when possible:
  - Name, address, age, sex, and race of the child;
  - Name and address of the person(s) responsible for the suspected abuse or neglect, if known;
  - Nature and extent of the child's injuries;
  - The family composition;

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- Source of the report and the name, address, and occupation of the person reporting;
- Any action taken by the person making the report;
- Any other information that may be helpful to the report
- In addition, if calling the Hotline, you may be asked the name(s) of the child's parent(s)/legal guardian(s) and the name of the school the child attends.

### **I'VE REPORTED, NOW WHAT?**

- Document your report:
  - Follow-up with an email/ letter to the County Department and/or law enforcement agency you reported to that details the efforts you took to report, the allegations that were made, and the information required by C.R.S. §13-3-307.
  - Note the time, date, and with whom you spoke with at the county department, local law enforcement, or on the Hotline
  - Write down and describe what the victim told you/how you learned of the alleged abuse and/or neglect
  - Put a copy of the report in the client file.

Always establish protocols and policies for reporting child abuse and for storing/keeping those records. If you do not know them, you will not be able to follow them. If you work for a mental health organization or agency and it does not have protocols and policies in place, follow the above and continue pressing the leadership to adopt protocols and policies. All reports of child abuse that involve a client should be kept as part of the client file. If the report does not involve a client, make sure to keep a separate file of all reports of child abuse and/or neglect reports you make and keep the file in a secure location.