



# St. Sanctuary Church Abuse and Neglect Reporting Responsibility

**Responsibility:**

California Penal Code §11166 mandates clergy and staff who work with children to report suspicions of child abuse to Child Protective Services or law enforcement. The California Welfare and Institutions Code §15630-15632 mandates clergy to report suspected adult abuse to law enforcement or Adult Protective Services or the county Ombudsman Program.

**Reportable Conditions:**

- Physical or sexual abuse or neglect of children and adults who are over 65 or dependent on someone else for their care because of physical, medical or mental limitations
- Extreme corporal punishment resulting in injury
- Willful cruelty or unjustifiable punishment
- Child exploitation, child pornography and child prostitution
- An adult's self-neglect or inability to care for him or herself
- Financial abuse of an adult
- Potential suicide

**When to Report Suspected Abuse:**

A telephone report must be made immediately when the reporter observes abusive behavior or has knowledge or reasonable suspicion that a child or adult has been abused. Reasonable suspicion includes hearing about the abuse from another person. A written report on the California reporting form must be sent within 36 hours after the telephone report has been made.

**Who to Call:**

- Police Department 911 or \_\_\_\_\_ (business number)  
(or the police or sheriff's department where the incident took place)
- Children and Family Services \_\_\_\_\_
- Adult Protective Services 888-436-3600
- (Suicide Prevention 800-SUICIDE)
- (for advice on domestic violence 800-799-7233)

**Individual Responsibility:**

A superior may not restrict any individual from complying with the mandated reporting law. If more than one person needs to file the same report, one report is sufficient. The individual with the original suspicion must report and give his or her name. Protective services are to keep the reporter's name confidential, unless a court orders the information disclosed.

**Immunity and Liability:**

Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, up to \$50,000 will be reimbursed for fees incurred in the suit (PC 11172). However, legally mandated reporters can be criminally and civilly liable for failure to report. No individual can be dismissed, disciplined or harassed for making a mandated report of suspected child abuse.

I understand that I am bound by the Book of Order to report reasonable concerns about the safety of a child, an adult over 64, or an adult who is dependent on another for his or her care. I have clarified any information listed above which I did not understand and am now aware of my reporting responsibilities, and am willing to comply.

\_\_\_\_\_  
Staff member's name and date

\_\_\_\_\_  
Witness and date