

PROCEDURES FOR REPORTING SUSPECTED ABUSE

If a volunteer suspects that a child has experienced additional abuse or neglect, please follow the following procedure:

- A. Call the Case Supervisor to discuss the incident of suspected abuse or neglect.
- B. Call the 24 hour Child Protective Service (CPS) abuse and neglect reporting hotline in the county in which the incident occurred, **even if unable to reach your supervisor.**
- C. The person taking the call will ask for an address to which to send a confirmation letter. Provide them with the CASA office address:

CASA
94 Franklin Street
Annapolis, MD 21401

- D. As a courtesy, call the DSS Caseworker assigned to the child's case to make them aware of the incident and that a CPS call was placed.
- E. Write up a brief description of the incident along with the date and time that the CPS report was called in and forward to your Case Supervisor.

Remember that it is not the volunteer's responsibility to assess the validity of the complaint, only to report it. It the responsibility of DSS to make that determination!