

# HOW TO REPORT ALLEGATIONS OF SEXUAL ABUSE

## MANDATORY REPORTERS

**Please note:** Mandatory reporters are legally required to report allegations of sexual abuse. Failure to report can result in legal action.

- **Who are Mandatory Reporters?**
- School teachers, counselors, principals, assistant principals
- Child care workers in day care centers and foster care facilities
- Clergy, except where information is received from the alleged Perpetrator during a clergy/penitent privilege
- Social or public assistance workers
- Substance abuse treatment staff
- Police or law enforcement officers
- Undertakers, funeral home directors and employees
- Persons responsible for processing films
- Judges
- Computer technicians
- Physicians, nurses, dentist, optometrists
- Medical examiners and coroners, and their employees
- Any other medical, emergency medical services, mental Or allied health professionals
- Christian Science practitioners, religious healers

If you are a mandatory reporter and have reasonable cause to believe that sexual abuse has occurred, You must follow these steps:

**Remember: Report Immediately! There is no investigation by you or anyone else at the parish/school level**

1. If you suspect abuse has occurred within a family, contact the Department of Social Services within the county the abuse took place then contact the diocese at 1- 843-853-2130 ext. 206.
2. If the alleged abuse involved diocesan personnel (priests, deacons, teachers, employees or volunteers) so the following, after contacting the local police department.
  - a. Call the Diocesan Office of Child Protection Services at 1-843-853-2130, ext. 206
  - b. Immediately fill out the Sexual Abuse Report Form (this form can be located at: [www.catholic-doc.org](http://www.catholic-doc.org) Sexual Abuse policies and Procedures, and fax it to: 843-723-1649 (a confidential, dedicated fax line).

## NON-MANDATORY REPORTERS

If you are a Non-Mandatory Reporter and have reasonable cause to believe that sexual abuse has occurred, you must immediately report the information to the Diocese.

**Remember: Report Immediately! There is to be no investigation by you or anyone else at the parish/school level.**

1. If you suspect abuse has occurred within a family, contact the Department of Social Services within the county the child lives in. Then contact the Diocesan Office of Child Protection Services at 1-843-853-2130 ext. 206 so that we may be an active participant in cooperating with the appropriate officials.
2. If the alleged abuse involves diocesan personnel (priests, deacons, teachers, employees, or volunteers) do the following, after contacting the local police department.
  - a. Call the Diocesan Office of Child Protection Services at 1-843-853-2130, ext. 206
  - b. Immediately fill out the Sexual Abuse Report Form (this form can be located at: [www.catholic-doc.org](http://www.catholic-doc.org) Sexual Abuse policies and Procedures, and fax it to: 843-723-1649 (a confidential, dedicated fax line).

## Promise to Protect Pledge to Heal

