

SUMMARY OF PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

I. To Mississippi Civil Authorities

A. Reports are to be made to The Department of Human Services: 1-800-222-8000 or (601) 359-4991 or in an emergency to the appropriate police authority.

Mississippi Law requires that any person who has "reasonable cause to suspect" that a child is a neglected child or a abused child shall cause an oral report to be made immediately to the Department of Human Services.

The report should contain:

- 1 Name and address of the child;
- 2 Name and address of his/her parents or other persons responsible for his/her care;
- 3 The child's age;
- 4 Nature and extent of the child's injury, including any evidence or previous injuries;
- 5 Any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator;
- 6 Name and address of the suspected perpetrator if known.

B. An oral report should be followed up by a written report and sent to Department of Human Services, 750 North State Street, Jackson, MS. 39202.

The written report should contain:

- 1 Name and address of child;
- 2 Name of parents;
- 3 Name and address of suspected perpetrator;
- 4 Date and time of suspected abuse;
- 5 Relationship of suspected abuser to child;
- 6 Name and addresses of witnesses;
- 7 Brief statement of Facts indicating abuse;
- 8 Date and time of report;
- 9 Signature of person reporting, phone number and address.

II. To Diocesan Authorities (if the perpetrator is a Parish/Diocesan employee/ or volunteer)

A. Notify the Vicar General at (601) 969-2290 or the Victim Assistance Coordinator at (601)355-8634.

B. Send a copy of the written report made to DHS to the Diocesan Chancellor. The address of the Diocese is as follows: P.O. box 2248, Jackson, MS 39225-2248