

Child Care		
<b>SOP #CC51</b>	<b>Reporting Suspected Child Abuse</b>	<b>Effective Date: 5/8/2023</b>

**SOP Purpose:** To provide procedures for reporting suspected Child Abuse to Child Protective Services (CPS).

**Applicability:** All YMCA Fox Cities staff

**Policy:**

- All YMCA of the Fox Cities employees are mandated reporters. Any staff member who suspects abuse must report it.
- Begin with a YMCA of the Fox Cities incident report and notify your supervisor of the situation.
- Reports to Child Protective Services should be made as soon as possible and must be made within 24 hours of suspecting abuse.
- In preparation to make the call, fill out the CPS form below.
- If multiple staff suspect abuse, each staff member must report individually.
- This information is confidential. Do not share with anyone other than co-workers directly involved and immediate supervisors.
- Have your supervisor or other member of Management Team present when you make a report. However, the responsibility to report lies with the staff member who suspects abuse.
- After completing the call turn the incident report and CPS form to your Branch Executive.

**Procedure:**

If you suspect abuse and the child is old enough to speak, ask the child non-leading questions to gain more information about your concerns:

If you need to report:

1. Fill out Child Protective Services (CPS) Mandated Reporting form as completely as possible. Most demographic information can be found in Daxko. If there is information you are not able to find leave it blank. In describing the incident, be objective, use facts and direct quotes.
2. If you feel child is in immediate danger call 911.
3. If child is not in immediate danger, call the appropriate county. (Numbers are listed on the Child Protective Services (CPS) Mandated Reporting form. If you do not know the county you can Google it by address. If you call the incorrect county they will transfer you to the correct one.
  - a. If CPS answers your call:
    - i. Tell them your name, that you are calling from the YMCA of the Fox Cities and are a mandated reporter.
    - ii. Record the name of CPS staff person as well as the date time on the Child Protective Services (CPS) Mandated Reporting form.
    - iii. Answer all questions asked of you regarding the incident.
    - iv. At the conclusion of the conversation ask CPS any question you have. For example, should contact the parent to let them know you made the call?
    - v. Verify all the information you are able to fill out on the Child Protective Services Mandate Reporting form is filled out completely. Turn the form into your Executive Director.
  - b. If you are forced to leave a message with CPS, in the message state your name, that you are calling from the YMCA of the Fox Cities, you are a mandated report, a phone number that you can be reached at and a good time for CPS to call you back. Keep the Child Protective Services Mandated Reporting form with you until you

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have received a return call and made the report. Once you have made the report (following the directions in point a), turn the form into your Executive Director.

4. After report is made CPS will send a letter to the appropriate YMCA explaining the follow up that was taken. This letter is given to the staff who reported. The Y does not need to retain a copy.
5. All mandated reports are kept confidential from both the Y and CPS. If you were to be asked if you made a report, do not confirm or deny, let the person know that all YMCA staff are mandated reporters and act on the best interest of every child.

If you have questions about reporting you can contact the Executive Director, Child Care and or School Age Director at any of the branches:

YMCA	Title	Phone Number
Apple Creek YMCA	Executive Director	920.702.2302
	Child Care Services Director	920.702.2315
Appleton YMCA	Executive Director	920.954.7619
	Child Care Services Director	920.954.7636
	School Age Director	920.954.7614
Camp Nan A Bo Sho	Camp Director	920.702.2304
Child Learning Center	Child Care Services Director	920.560.3713
Fox West YMCA	Executive Director	920.560.3402
	Child Care Services Director	920.560.3418
	School Age Coordinator	920.560.3419
Heart of the Valley YMCA	Executive Director	920.830.5705
	Child Care Services Director	920.830.5709
	School Age Director	920.830.5720
Neenah Menasha YMCA	Executive Director	920.886.2145
	Child Care Services Director	920.886.2160
	School Age Director	920.886.2126
Odgen YMCA	Executive Director	920.560.0001

Child Protective Services Phone Numbers:

Calumet County: 920.989.2700

Outagamie County: 920.832.5161

Winnebago County: 920.236.4615 or 920.236.4616

Oconto County: 920.834.7000

### Other Associated Documents:

Child Protective Services (CPS) Mandated Reporting form



# Child Protective Services (CPS) Mandatory Reporting Form

Program/Branch: \_\_\_\_\_ Date: \_\_\_\_\_

Reporter's Full Name: \_\_\_\_\_ Staff or Volunteer (circle one)

YMCA Branch's Address (CPS to send follow-up report): \_\_\_\_\_

**Please complete this form to the best of your ability.**

**REPORT AND DOCUMENT WHAT YOU KNOW OR SUSPECT - LEAVE BLANK IF UNKNOWN.**

Youth's Name:		
Date of Birth and Age:		Gender:
Ethnicity and Race:		American Indian Heritage: Y or N
Address and City:		
County:		
School and Grade:		
Parent(s)/Guardian(s):		
Date of Birth(s)		
Phone Number(s):		
Other Household Members:		

- Date and location of incident:
- Other individuals involved:
- Details of injury, if applicable:

Incident (below write clearly, objectively, with as many details and direct quotes as possible):

Prior concerns/observations, if applicable:

- Does this youth have a known IEP or Special Needs:
- How would the family respond if CPS were to contact them:
- How involved are the parent(s)/guardian(s) in their child, what are their views of their child:
- Strengths of the parent(s)/guardian(s) and family:
- Strengths of the child:
- Known stresses for the family:

**Concern for youth's immediate safety: \_\_\_No \_\_\_Yes**

If "NO" see next section below.

If "YES", inform Law Enforcement and/or County Worker, Do NOT leave a message:

Number contacted - Check one:

- 911
- Crisis hotline at 920.832.4646

State your name, that you are calling from the YMCA of the Fox Cities and are a mandated reporter.

Date and time: \_\_\_\_\_ Name of the person with whom you spoke: \_\_\_\_\_

**If Child is not in immediate danger, documentation of steps made regarding mandated reporting:**

County Contacted - Check one:

- Calumet 920.989.2700
- Outagamie 920.832.5161
- Winnebago 920.236.4615 or 920.236.4616
- Oconto 920.834.7000
- Other: \_\_\_\_\_

**1) CPS answers your call:**

State your name, that you are calling from the YMCA of the Fox Cities and are a mandated reporter.

Date and time: \_\_\_\_\_ Name of the person with whom you spoke: \_\_\_\_\_

**2) CPS does not answer, leave the following message:**

*"My name is \_\_\_\_\_ I am calling as a mandatory reporter.  
Please call me back at (provide contact information) as soon as possible."*

Date & time of call: \_\_\_\_\_ Date & time of additional attempt(s): \_\_\_\_\_

Date & time of return contact: \_\_\_\_\_

Name of the person with whom you spoke when call was returned: \_\_\_\_\_

Additional Notes/Information: