



A QUICK-REFERENCE GUIDE: REPORTING PROCEDURES FOR SUSPECTED ABUSE OR NEGLECT

I. Who Must Report Suspected Abuse or Neglect?

Under Oklahoma law, **every adult** is mandated by law to report the suspected abuse or neglect of a minor. In addition, every **school employee** is mandated by law to report the suspected abuse or neglect of a student age eighteen (18) years or older.

II. How Do I Report Suspected Abuse or Neglect?

Emergency: If a person believes someone is in imminent danger of abuse or neglect, he or she should immediately call 911.

How do School Employees Report the Suspected Abuse of a Minor Student? If a person is a school employee and suspects a student, who is a minor, is a victim of abuse or neglect, he or she should immediately call the DHS Statewide Child Abuse Hotline at 1-800-522-3511 *and* call local law enforcement. Persons calling DHS should record the DHS case referral number and should provide as much information as possible; however, a lack of information should not stop anyone from making a DHS report as long as it can be made in good faith and with due care.

How do School Employees Report the Suspected Abuse of an Adult Student? If a person is a school employee and believes a student, who is eighteen (18) years or older, is a victim of abuse or neglect, he or she should immediately contact local law enforcement.

How do All Other Adults Report the Suspected Abuse of a Minor? If there is not a school employee/student relationship, a person who suspects a minor is a victim of abuse or neglect should immediately call DHS. It is also *recommended* he or she contact local law enforcement after contacting DHS.

Suspected Abuse of Vulnerable Adult: If a person believes a vulnerable adult is a victim of abuse, neglect, or exploitation, he or she should contact the local DHS County Office or, if outside business hours, the DHS Hotline.

III. What if I Am Not Sure if I Should Make a Report?

If a **person is unsure** as to whether he or she can make the report in good faith and with due care, the person should immediately consult with his or her supervisor(s) and/or contact Harrison Garlick, Chancellor & In-House Counsel for the Diocese (main: 918-294-1904; office: 918-307-4928). **Under no circumstances** may a supervisor—including the Chancellor—interfere with the reporting obligations of any individual who believes a report to DHS and/or local law enforcement must be made. All persons are free to make a report to DHS/law enforcement according to their sole discretion.

IV. What Do I Do After I Report to the Authorities or to DHS?

If the person has already reported an incident to DHS, the person shall immediately notify his or her supervisor. If possible, the person should give the supervisor the DHS referral number. Supervisors shall immediately report the incident to the Vicar General or the Chancellor.

It is the recommendation of the Office of Child & Youth Protection that this Guide be placed in accessible and prominent areas in each parish and diocesan school. Please consult the "Policies & Procedures for the Protection of Children & Young People" for more information. August 29, 2019 • The Passion of St. John the Baptist.