



## Catholic Diocese of Phoenix Procedures to Report Abuse

**If Physical/Emotional Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:**

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Ask these questions: What happened?, Who did it?, When did it happen?, and Where did it happen?
4. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
6. Keep documentation of making a report either by completing the Minor Abuse Reporting Form found in Appendix V or by printing out a copy of the report made online to DCS. Keep documentation at the diocesan location.
7. School personnel shall contact the Catholic Schools Office (602) 354-2344 and report the call made to law enforcement/DCS. Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information in a log book.
8. If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396.
9. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

**If Sexual Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:**

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Leave questioning of the child for the trained interviewer.
4. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
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**\*If you have any questions on reporting or you need assistance contact OCYP (602) 354-2396**