



What happens when I file a report?

- STEP 1** Call ChildLine (24-hour hotline) 800-932-0313
- STEP 2** Complete written report (CY-47) online within 48 hours.
*see on back
- STEP 3** Notify head of ministry.
- STEP 4** Childline informs local county Children and Youth Services (Children and Youth Services have 24-hours to meet with child).
- STEP 5** Children and Youth Services have 30 days to complete an investigation of child and family.
- STEP 6** Case is classified as founded (legal system determines that abuse occurred), indicated (medical evidence that abuse occurred) or unfounded (lack of evidence that abuse occurred). Determination is made regarding what, if any, services are needed.



Ministry Leader Contact Info:

CHILDREN & EXPLORERS MINISTRY

Mary Jo Rizzo
rizzo@westpca.com, 717.569.2151

NURSERY MINISTRY

Cynthia Mante
mante@westpca.com, 513.208.9769

YOUTH MINISTRY

Matt Collins
collins@westpca.com, 717.569.2151

If you serve in multiple children's ministries report directly to Mary Jo Rizzo.

If the ministry leader is the suspected abuser, report to Tucker York
(york@westpca.com, 717.569.2151).



Important Websites for mandatory reporters:

Keep Kids Safe PA
<http://keepkidssafe.pa.gov/>

US Department of Health & Human Services
<https://www.childwelfare.gov/topics/can/identifying/>

* Official Report for Suspected Child Abuse
<https://www.reportsuspectedabuse.com/>

Children & Youth
Volunteer Information

Mandatory Reporting



**WESTMINSTER
PRESBYTERIAN CHURCH**
GLORIFY • NURTURE • PROCLAIM

Who are mandated reporters?

As defined by Pennsylvania CPS, any person, paid or unpaid who works, volunteers and/or comes into direct contact with children under the age of 18 years old in a program, activity or service is a mandated reporter and must **immediately** report suspicions of child abuse or neglect.

What must be reported?

The standard for reporting suspected abuse/neglect in Pennsylvania is a “reasonable cause to believe” that a child is the victim of abuse/neglect. First hand observation of abuse is not required.

Signs of Neglect or Psychological Abuse

- Unattended medical needs
- Consistent lack of supervision
- Persistent hunger, poor hygiene or inappropriate dress
- Distended stomach or emaciated body
- Delayed physical development
- Substance abuse
- Regularly displays fatigue or listlessness
- Steals food or begs
- Habit disorders (sucking, rocking, etc.)
- Passive or aggressive behavior extremes

Signs of Sexual Abuse

- Pain or itching in genital area
- Bruises or bleeding in external genitalia
- Frequent urinary or yeast infections
- Torn, stained or bloody underclothing
- Venereal disease
- A child’s report or self-disclosure
- Sexual knowledge beyond what is natural for a child
- Preoccupation with their body
- Acting out sexual behavior
- Withdrawal, chronic depression
- Self devaluation and lack of confidence
- Problems with bedtime or afraid to go to bed
- Extreme attentiveness to needs of parents

Signs of Physical Abuse

- Unexplained bruises, welts, human bite marks, bald spots
- Numerous bruises in various stages of healing
- Marks on many surfaces of the body
- Unexplained burns, especially cigarette or immersion burns
- Withdrawal or aggression—behavioral extremes
- Uncomfortable with physical contact
- Afraid to go home
- Dressed inappropriately for the weather
- Cringes when approached by an adult (fears getting hit)
- Overreacts to accidents such as spilling milk
- Does not want to talk about home life
- Extreme attachment to parents

How do I make a report if I suspect:

- If you suspect a child is being abused or neglected, the follow three steps must be followed:
- Immediately call ChildLine at 800-932-0313. Within 48-hours of your report, submit a written CY-47 * report with the county Children & Youth Services where the alleged abuse took place.
- Notify the head of your ministry immediately. Posted on the back is the contact information for each ministry leader.
- *CY47 Form can be obtained from your ministry leader or completed electronically at: www.reportsuspectedabuse.com

