



## ARCHDIOCESE OF WASHINGTON

### CHILD PROTECTION AND SAFE ENVIRONMENT

*Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782*

*Mailing Address: P.O. Box 29260, Washington, D.C. 20017*

*Phone: (301) 853-5328 Fax: (301) 853-7675*

*Email: [Childprotection@adw.org](mailto:Childprotection@adw.org)*

### HOW TO REPORT

The office of Child Protection and Safe Environment recognizes that the protection of children and adults is a responsibility shared by the entire community, including the Church, parents, teachers, healthcare professionals, public safety officials, public and private social services agency and the general public.

Clergy, religious, seminarians, employees and volunteers, including those who do not work or volunteer with children are **all mandated reporters**.

**You are legally required to immediately report any suspicion of physical abuse, sexual abuse, sexual assault and/or neglect to the appropriate civil authorities (see appendix O) and to the Archdiocese of Washington Office of Child Protection and Safe Environment.**

These laws are in place to prevent children and adults from being abused and to end any possible abuse or neglect at the earliest possible stage.

### What Must Be Reported?

The following must be reported to civil authorities and to the office of Child Protection and Safe Environment:

- Any suspected physical abuse, sexual abuse, sexual assault or neglect of a child or young person should be reported immediately, regardless of where the incident occurred or by whom it was committed.
- Past incidents of sexual abuse that are alleged to have occurred when a victim was a minor, even if the victim is now an adult.
- Any other incident that is required to be reported under applicable law.

### REPORTING:

1. Contact the civil authorities
2. Contact the Office of Child Protection and Safe Environment (301) 853-5328.
  - Go to [www.adw.org](http://www.adw.org) then on the upper right side click on Child Protection and Safe Environment.
  - Then on the left side click on Child Protection and Safe Environment “How to report” (please see appendix M)
  - Please download a copy of the report and email to [Childprotection@adw.org](mailto:Childprotection@adw.org)

**IF ANY ALLIGATION OF CHILD ABUSE IS REPORTED TO YOU, PLEASE NOTIFY THE PASTOR OR THE PRINCIPAL IMMEDIATELY.**

*(If it involves the Pastor or Principal, please report it immediately to the office of CHILD PROTECTION AND SAFE ENVIROMENT)*

**Questions? Contact Courtney Chase, LCSW-C, LICSW, Executive Director of Child Protection & Safe Environment at 301-853-5302**

**All child abuse/neglect reports and records are protected and kept confidential.**

**Pastor/Principal** – After the allegation have been reported to the authorities and you have completed the “Report of Suspected Child Abuse” form, please email it to [childprotection@adw.org](mailto:childprotection@adw.org).

**Please create a separate file for all reports of allegations,**

- Please keep all reports, evidence, police report number, notes, etc.
- Please separate the file from the individual’s compliance forms.
- All files must be kept in a secure and lock location.
- The local coordinator must know the location of where the reports are kept.  
(No access needed)

**Reporting by Victims** - In addition to making a report, Archdiocesan personnel shall inform the adult alleged victim of his/her right to report to the appropriate civil authority and support victims in their exercise of this right.