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CHILD ABUSE / SEXUAL ABUSE REPORT FORM

WHAT TO DO IF YOU SUSPECT ABUSE

1. Notify your supervisor or manager.
2. Call Child Protective Services [CPS]* to report your suspicions.
Note: CPS will want detailed information [name, address, phone number, school, age, etc.] about the child and the family, so have all available information with you when you call.
3. Get first and last name of the CPS worker you spoke to and ask if there is anything further you should do.
4. Complete information below.
5. Send completed form to the City's Risk Manager.

In the event of an **EMERGENCY** call police dispatch or 9-1-1.

*CPS is a division of the Idaho Department of Health and Welfare.

INFORMATION

Child's Name: _____ Sex: _____ Age: _____

Child's Address: _____ School: _____

Name of alleged abuser: _____ Relationship to child: _____

Alleged abuser's contact information [phone, address, etc.]: _____

Date reported to CPS: _____ Name of CPS worker you spoke to: _____

What observations and/or information lead you to suspect abuse? *Be as detailed as possible including dates, times, locations, names, etc.* Attach additional sheets if necessary. _____

Your name [please print]: _____ Phone: _____

Supervisor's Name: _____ Today's Date: _____

SEND COMPLETED FORM TO RISK MANAGEMENT