



Title: Mandated Reporter Policy and Procedures

Policy and Procedure Number: 007A

Effective Date: January 19, 2013

Revised Date: March 9, 2015, July 13, 2026

Approval Authority: Board of Directors

Purpose:

To provide policies and procedures for any, employee, or volunteer of Cornerstone Youth Center who suspects any form of *child abuse* or *neglect*.

Basis of Understanding:

- The terms “*child*”, “*children*”, or “*youth*” include all persons under eighteen (18) years of age.
- The term “*Child Abuse and/or Neglect*” is defined in Cornerstone’s *Child Abuse Policy (PP#007)*.
- Any Cornerstone employee or volunteer may be required to cooperate with the proper authorities investigating a report of suspected *child abuse* and/or *neglect*.
- Any *Mandated Reporter* that fails to report or files a false report that is not in good faith may be liable to prosecution by the proper authorities.
- *Mandated Reporters* are immune from civil and criminal liability if acting in good faith.

Policy:

- A Cornerstone employee or volunteer is a *Mandated Reporter* if **all** of the following are true:
 - They supervise or have direct contact with *children*;
 - They have reasonable suspicion of possible *Child Abuse and/or Neglect*. Proof of *Abuse or Neglect* is not needed, only a reasonable suspicion to report.
- A *Mandated Reporter* must report if **any** of the following situations occur:
 - A person makes a specific disclosure to the *Mandated Reporter* that an identifiable *child* is the victim of *child abuse and/or neglect*
 - An individual fourteen (14) years of age or older makes a specific disclosure to the *Mandated Reporter* that they have committed *child abuse and/or neglect*.
- Privileged communications (like doctor-patient or counselor-client privilege) are not shielded from *mandated reporting* requirements.
- All reports (CY-47 Form or submission confirmations) filed by the *Mandatory Reporter* will be kept confidentially at Cornerstone for three (3) years unless otherwise deemed necessary or required by law.
- The *Mandated Reporter* shall not reveal the existence or content of any ChildLine report to any person other than those to whom the reporting is required under this policy and procedure.

Procedure:

The procedures below describe the mandatory process of reporting suspected or witnessed *Child Abuse and/or Neglect*:

1. *Mandated Reporters* must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us or by calling 1-800-932-0313 within 24 hours.
 - Requested Information for Mandated Reporting: (The *Mandatory Reporter's* report to ChildLine shall include as much information as possible):
 - Name, age, address, and school of the student
 - Name and address of the student's parent(s)/guardian(s)
 - Name and address of the mandatory reporter
 - Name, work, and home address of witness
 - Nature of the alleged offense
 - Any specific comments or observations that are directly related to the alleged incident and the individuals involved.
2. The following procedures are what to do **after** you first report to ChildLine:
 - *Mandated Reporters* are required to immediately thereafter notify the Executive Director of such report.
 - If a Board member and/or the Executive Director are a suspected perpetrator then the *Mandated Reporter* shall **immediately** notify the Chairperson of the Board.
 - A *Mandated Reporter* making an oral report of suspected child abuse must also make a written report, which may be submitted electronically, within forty-eight (48) hours after the oral report. Any report submitted and/or submission confirmation copy must be given to the above leadership for filing.
3. Any Cornerstone employee who is a suspected perpetrator of *child abuse* and/or *neglect* shall be immediately put on paid leave until the conclusion of the investigation. Volunteers suspected of *child abuse* and/or *neglect* shall have their status suspended. If found guilty, their employment and/or volunteer status may be terminated.