



A QUICK-REFERENCE GUIDE: REPORTING PROCEDURES FOR SUSPECTED ABUSE OR NEGLECT

I. Who Must Report Suspected Abuse or Neglect?

Every adult, especially teachers, is a **mandatory reporter**. Under Oklahoma law, “Every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter immediately to the Department of Human Services.” Moreover, **teachers have an additional duty to report** under Oklahoma law: “Every teacher of a student age eighteen (18) years or older having reason to believe that a student age eighteen (18) years or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement.”

II. How Do I Report Suspected Abuse or Neglect?

If the situation is an **emergency**, meaning you have reason to believe that a minor, vulnerable adult, or student age (18) years or older is in imminent danger of abuse or neglect, the person should immediately contact the authorities by calling **911**. If the situation is **not an emergency**, persons shall report the abuse of a minor by calling the Department of Human Services Statewide Child Abuse Hotline: 1-800-522-3511. If you suspect that a vulnerable adult is the victim of abuse, neglect, or exploitation, please contact your local DHS County Office or, if outside business hours, call 1-800-522-3511. Persons filing a report should record the case referral number. For teachers who suspect a student age eighteen (18) years or older is the victim of abuse or neglect, please immediately contact local law enforcement. If possible, persons should be prepared to provide the name, address, telephone number, and age of victim, together with the name, address and telephone number of parents of the victim, the nature of the abuse and the name, address and telephone number of the alleged perpetrator. A lack of information, however, should not stop the person from making a DHS report as long as it can be made in good faith and with due care.

III. What if I Am Not Sure if I Should Make a Report?

If the **person is unsure** as to whether he or she can make the report in good faith and with due care, the person shall immediately consult with his or her supervisor(s) and/or contact the Chancellor, who serves as in-house legal counsel, or the Vicar General at the Chancery (main: 918-294-1904; Office of the Chancellor: 918-307-4928). **Under no circumstances** may a supervisor—including the Vicar General and Chancellor—interfere with the reporting obligations of any individual who believes a report to DHS/law enforcement must be made. All persons are free to make a report to DHS/law enforcement according to their sole discretion.

IV. What Do I Do After I Report to the Authorities or to DHS?

If the person has already reported an incident to DHS, the person shall immediately notify his or her supervisor. If possible, the person should give the supervisor the DHS referral number. Supervisors shall immediately report the incident to the Vicar General or the Chancellor.

It is the recommendation of the Office of Child & Youth Protection that this Guide be placed in accessible and prominent areas in each school, parish, or Catholic entity. Please consult the “Policies & Procedures for the Protection of Children & Young People” for more information. See Section III.2.1-5. Rev. Nov. 1, 2018 • Solemnity of All Saints.