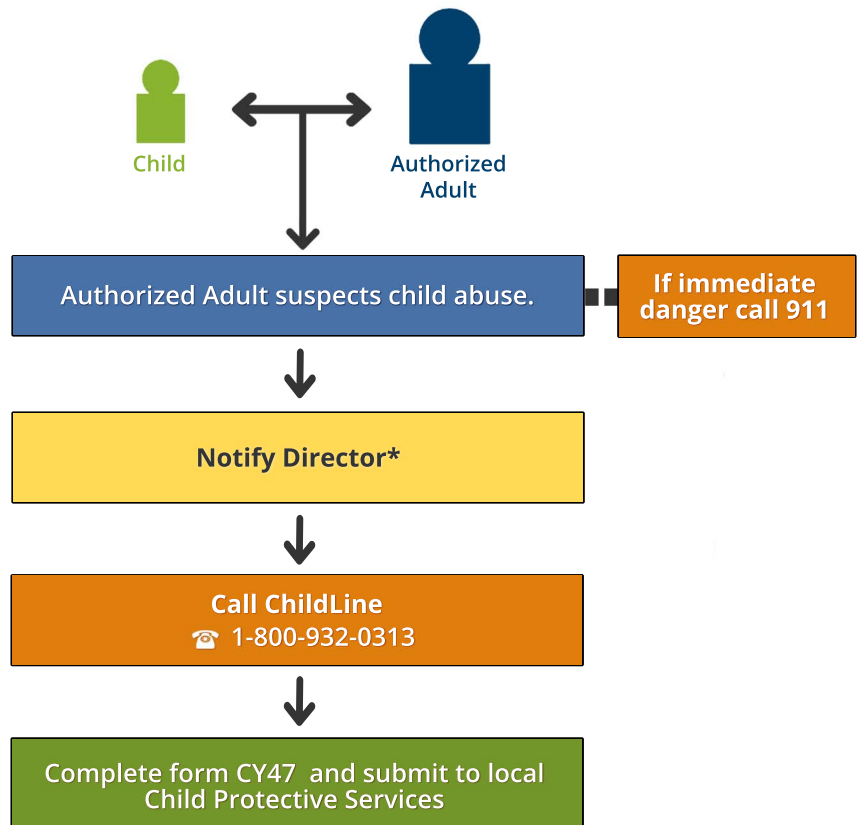


For Authorized Adults Reporting Child Abuse

Reporting process for Authorized Adults (Policy AD39)

If you have been classified by your supervisor as an **Authorized Adult** (employees or volunteers who work directly with minors), you should adhere to the following reporting process required by Pennsylvania Law and Penn State Policy.



1. If you suspect child abuse, inform the Program Director (Department Manager/Director for non-camp activities).
2. Together with your Program Director call ChildLine at 1-800-932-0313.
3. If a child is also in immediate danger, first contact police by calling 911, then call Childline.
4. Work with the Program Director to complete form CY47 and submit the form to your local county Child Protective Services (CPS) agency within 48 hours.
5. The Program Director will also notify Penn State's Risk Management Department that a call has been made to ChildLine. (Risk Management will notify University General Counsel and University Police services that a call has been made to ChildLine).

*Special Note

In the following circumstances, you should call ChildLine yourself:

- if you believe the Program Director may be involved in the allegations of abuse
- if the Program Director is unavailable
- if the Program Director is unwilling to make the call