

## Making a Report to the Division of Family Services (“DFS”) Child Abuse and Neglect Report Line

<b>Step 1</b>	<b>1. Disclosure:</b> Child Discloses to You		<b>2. Discover:</b> You Witness the Act by an Adult (or Youth for Sexual Abuse Incidents) with a Child	<b>3. Reason to Suspect:</b> You have Seen Behavioral and/or Physical Signs (“Signs”) of Abuse or Neglect in Child
<b>Response</b>	<b>Minimal Facts are Disclosed by Child</b>	<b>Minimal Facts are Missing</b>	<b>Safety of Child</b>	<b>You Must Ask Minimal Fact Questions</b>
	Child Discloses <u>All</u> of the Following Information to You: ❖ What happened; ❖ When it happened; ❖ Where the alleged incident happened; AND, ❖ Name of alleged perpetrator.	You Must Ask 1 or More of the Minimal Fact Questions to gather additional details: ❖ What happened? ❖ When did it happen? ❖ Where did it happen? ❖ Did anyone do that to you?	❖ Ensure the Child is Physically Safe and Isolated from the Alleged Perpetrator. ❖ Immediately Contact Police.	❖ What happened? ❖ When did it happen? ❖ Where did it happen? ❖ If the responses to the three questions above indicate harm was caused by an individual whose identity is not revealed, then ask: Did anyone do that to you?
				<b>Abuse/Neglect Suspected</b>
				❖ Child Makes Disclosure; OR ❖ Child's Injuries are Suspicious for Abuse and Child Does Not Provide a Reasonable Explanation; OR ❖ Child Does Not Provide Explanation for Behavioral and/or Physical Signs (i.e. sudden change in behavior or black eye) and Abuse or Neglect is Still Suspected.
<b>Step 2</b>	<b>Report to DFS Child Abuse and Neglect Report Line</b>			<b>Report not Needed – Document Situation and Observe Child</b>
<b>Report</b>	All persons with direct knowledge must make an immediate report to the DFS Report Line at 1-800-292-9582 OR complete an Online Report at ISeetheSigns.org (if applicable). Please also be aware that Delaware law has clarified that mandatory reporters cannot rely upon a person with less direct knowledge to call the DFS Report Line. Police may also be called if you are concerned about the child's immediate safety. You must not tell the parent or caregiver that a report is being made for the child's safety.			
	<b>Information Needed to Make Report</b>			
	Have records available to provide demographics, parent information, educational status, and primary language for family. If known, you must share concerns for siblings, domestic violence, substance abuse, dangerous animals and weapons. DFS Report Line staff will also ask the following questions: What are you worried about? What is working well? What do you want to happen next? <i>Please note: DFS Report Line staff may ask you to gather additional information from the child victim.</i>			
	<b>Post Report and Information Sharing</b>			
In general, DFS will share information only when there is a signed release of information from the parent or caregiver. Please contact the caseworker directly to obtain this information or to report additional concerns related to the child. However, if a new incident of abuse or neglect occurs, the information should be reported directly to the DFS Report Line.			<ol style="list-style-type: none"> <li>1. No Disclosure of Abuse or Neglect Made by Child;</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. Child Provides Explanation for Injuries that is Consistent with having an Accidental Origin;</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>3. Signs Relate to Other Medical, Psychological or Social Issues and <u>Not</u> Abuse or Neglect.</li> </ol>	