

PENNSYLVANIA FAMILY SUPPORT ALLIANCE

RECOGNIZING & REPORTING CHILD ABUSE

Training For Mandated Reporters

Trainers Guide



Recognizing and Reporting Child Abuse

TRAINING FOR MANDATED REPORTERS

Trainer's Guide

Produced by Pennsylvania Family Support Alliance
www.pafsa.org

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Introduction for the Trainer

The Trainer’s Guide provides all the information needed to make the program a successful learning experience for the participants. The guide should be referred to before the training, during the training, and after the training. Before training, the guide is an organizational tool for arranging facilities, people, time, and materials for training. The guide also presents some information in “About Training...” to improve general training skills. During training, the guide provides a script for presenting information and guiding the learners. Finally, after the training, the guide will help to evaluate the effectiveness of the instruction.

This training program is designed specifically for mandated reporters of child abuse, but may be beneficial for any participant who desires more knowledge about the Child Protective Services Law (CPSL), including college students and those earning advanced degrees. There are no prerequisite requirements for this training, although most participants currently work with children or plan to do so in the future.

The recommended number of participants for this training is no less than 15 and no more than 50, although a total around 30 or 35 is preferable. Having at least 15 participants ensures some opportunity for individuals to share their personal experiences during training. However, groups as large as 50 will make it difficult to provide much opportunity for interaction and discussion because of time constraints.

The training was designed to be delivered in three hours. All core components of the training must be covered. If needed, activities can be done as a large group instead of individually to save time.

Introduction for the Trainer

Trainers should have an extensive background in human services, preferably working with children and/or the child protective services system. Trainers must have extensive knowledge of the Child Protective Services Law, its interpretation, and how it is implemented. Trainers should also have demonstrated training skills, including the ability to present to small and large groups, conduct activities, field questions professionally, and handle problematic groups or individuals.

The job of the trainer is to teach the objectives and course content and to help participants complete the activities as they are outlined in the Trainer’s Guide. Room has been left in the margins of the Trainer’s Guide so that the trainer may add notes. Although trainers are encouraged to add examples and share personal experiences, the intent and content of the training may not be altered.

Overview of the Topics

There are four main sections to the classroom training. Some sections include supporting activities. There is also a video, which has been developed to supplement the training.

The Child Protective Services System: The body of this section provides an overview of the Child Protective Services Law (CPSL), including the purposes of the law. How the law is implemented at the state and county levels is also covered, including a review of the child welfare system, ChildLine and the child abuse registry.

Defining Child Abuse: This section outlines the three key components of child abuse under the CPSL and explains the standard for reporting child abuse. It provides definitions for a child, perpetrator, and abuse in the eyes of the law. Legal definitions and indicators for the child abuse are covered in detail. Exclusions to the law are also covered.

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The Reporting Process: Once abuse is suspected, the CPSL specifically outlines the duties of mandated reporters. The process of filing a report, including contacting ChildLine, and submitting the necessary paperwork, i.e. a Report of Suspected Child Abuse or CY-47, is discussed. Protections for those who report and the liability for failing to report are discussed.

The System’s Response to Child Abuse: This section focuses on what occurs once a report of suspected child abuse is filed. It defines the various status determinations: unfounded, indicated, and founded. It covers what a mandated reporter is entitled to know regarding a status determination. This section also discusses what situations would be reportable to law enforcement.

Introduction for the Trainer

INSTRUCTIONAL METHODS:

Activities: The training includes several activities designed to promote the understanding of the principles and components of the CPSL, general protective services, and the reporting process. They provide participants with opportunities to practice the skills identified in the learning objectives. Activities may be completed alone, in pairs, or in small groups. To save time, they may also be done as a large group activity with the entire class. Discussions following the activities support the points made in the activity and offer opportunities for structured feedback to the participants.

Presentation and Group Discussion: You will need to lead group discussions throughout the training, keeping the participants actively involved. For each section, discuss the lesson objectives, the main points to be covered, a review of the main points, and how the information and activities personally relate to the participants. The Instructional Outline suggests questions and discussion points that will promote an interactive learning environment. It is important to create an atmosphere in which participants feel comfortable asking questions of you and other participants and feel free to discuss their own experiences. Make the experience enjoyable for everyone.

PowerPoint Slides: Whenever a slide is needed, the slide appears in the Trainer’s Guide. Slides are used to present main points during discussions and activities. They are also used for motivational purposes or to illustrate a point. A PowerPoint presentation has been prepared for you. A duplicate of each slide appears in the Participant’s Workbook to enable participants to follow along and to provide a visual reinforcement of the material that is discussed.

Introduction for the Trainer

Participant’s Workbook: The Participant’s Workbook is required for each participant and contains the course agenda, an introduction to the course, the materials needed for classroom activities, the information in the PowerPoint, and a resource list. Participants should use this guide to follow along during training.

“Annual Child Abuse Report”: Every participant will not receive a copy of the annual report issued by the state of Pennsylvania, but several copies could be provided for participants to share and use as reference tools at their place of employment. If desired, participants may find the link to the report by visiting PFSA’s website at pafsa.org. The report provides statistical data on abuse and neglect across the state of Pennsylvania, including a breakdown by each county and the categories of abuse.

Introduction for the Trainer

AGENDA

General Guidelines: This training curriculum is to be presented in no less than three hours. It is important to begin on time and to keep participants focused, as there is a lot of information to cover.

Classroom Training: The times indicated are approximate running times for each lesson, so that you may tailor your daily agenda to the scheduling needs of each group. The time indicated in bold refers to presentation time and discussion time. Time dedicated for practice activities is indicated separately. Before training begins, determine what the time will be when you address each subject, so that you may keep yourself and the group on track.

Introduction for the Trainer

AGENDA

Introductions and Course Overview	20 minutes
Introductions	
Expectations	
Pre-Training Survey	
Lesson One: The Child Protective Services System	45 minutes
A Balanced Approach	
The Child Welfare System	
Purposes of the Child Protective Services Law	
Risk and Safety	
General Protective Services	
Activity	(15 minutes)
Lesson Two: The Reporting Process	30 minutes
Reporting Obligations	
Making a Report	
Protections for Those Who Report	
Liability for Failing to Report	
Activity	(7 minutes)
Break	10 minutes

Introduction for the Trainer

Lesson Three: Defining Child Abuse	50 minutes
The Elements of Child Abuse	
Perpetrators	
Exclusions	
Activity	(15 minutes)
Lesson Four: The System’s Response to Child Abuse	15 minutes
The Child Protective Services Investigation	
Status Determinations	
Conclusion	10 minutes
Post-Training Survey, Evaluation	

Introduction for the Trainer

- RESOURCE LIST**
- Prepared Training Materials:**
- Trainer’s Guide
 - One Participant’s Guide for each participant (required)
 - PowerPoint slide presentation
 - Copy of most recent “Annual Child Abuse Report”
 - Sign-in sheet(s)
- Equipment:**
- LCD projector for PowerPoint display
 - Projection screen or blank wall for PowerPoint
 - Tables and chairs to accommodate each participant

Introduction for the Trainer

ABOUT TRAINING...

Adult Learning Characteristics:

Most of our teaching experiences involve children or our memories of our own childhood learning experiences. Teaching adults is a totally different process. When you are in training sessions, remember these points about adult students:

- **Adults are self-directed.** Do not dominate the class. Try to involve the participants as much as possible.
- **Adults are experienced.** Draw on their experience. Do not discount it. They will accept the new information you are offering much more readily if you take their opinions into consideration.
- **Adults are practical.** Let them know how training will benefit them in their daily/on-the-job activities. Relate points to individual people and real situations whenever you can.
- **Adults are problem-solvers.** Emphasize the practice activities and try to involve participants in working out the problems presented in each section.

How to Use the Trainer’s Guide:

Read the Training Overview and the agenda. They will give you a good general introduction to the material to be covered. The Training Overview is designed to help you organize and determine the flow and sequence of training by:

- Breaking the program into timed segments,
- Identifying the key points to be made, and
- Indicating all necessary materials and equipment.

Read through the Instructional Outline. It is a “script” for you to follow throughout the training. It contains objectives, lecture notes, content points to make, and tips on organizing activities.

Introduction for the Trainer

Review the corresponding material in the Participant’s Workbook. Go through the activities. You must be familiar with the material and the activities in each section.

Highlight key points in the Trainer’s Guide. Make notes in the margins. These notes could include:

- Additional questions
- Times to start and end activities

Do not hold the Trainer’s Guide while presenting training. Open it to one section at a time and lay the book flat on the table.

Presenting Information:

- The principles of good public speaking hold true when training. Remember, your participants are your audience, so maintaining their attention affects learning.
- Speak clearly, defining terms that may not be understood.
- Speak at a moderate rate, not too fast and not too slow. Pause for questions or comments.
- Vary your pitch, volume, and inflection to emphasize points and maintain attention.
- Look directly at participants as you speak. Every participant should feel as if you are talking to them personally. You can create this feeling by maintaining eye contact with each person for 3 to 5 seconds.
- Move about the room as you speak. Sitting or standing in one place can be monotonous. Moving around the room and among the participants will keep their interest.
- Be aware of your hand and arm movements, so that you are gesturing for emphasis but not overdoing it. Avoid holding on to something like a pen or marker that could be distracting.
- Smile. Enthusiasm is contagious.

Introduction for the Trainer

PowerPoint Presentations:

General Principles:

- “Drain and explain” each slide. Summarize the entire visual and then explain each detail.
- A laser pointer will enable you to point out a specific detail.
- Avoid blocking the projected image. You can block the image in two ways, by standing in the path of the light so that the image does not reach the screen or by standing in someone’s line of vision so that the person cannot see the whole screen.

Facilitating Group Discussion:

One of the best teaching techniques is group discussion. During discussions, misunderstandings or questions can be cleared up before going on to the next section. When the Program Outline says **“Discuss,”** this means you should ask questions to prompt the participants to participate in the presentation. Questioning may be used for a variety of reasons:

- **Motivation.** Use a question to stimulate participants’ interest.
- **Information about participants.** Ask about their prior experiences, so that you can use examples that are relevant to them. For example, “How many of you have had the experience of making a report of suspected child abuse?”
- **Application.** Ask questions to help participants apply general information to specific instances. For example, “Which category of child abuse might this situation fall under?”
- **Relevance.** Ask questions to find out how the participants can use the skills. For example, “If you observe injuries on a child that you suspect may be a result of child abuse, what would you be required to do as a mandated reporter?”
- **Discussion.** Initiate discussion by asking a question. For example, “What are some possible behavioral indicators of sexual abuse?”
- **Reinforcement.** Ask questions to reinforce key points. For example, “What are three components that must be present for child abuse to be substantiated?”

Introduction for the Trainer

Responding to Questions

No matter what the purpose, a good question is clear, concise, short enough to remember, and open-ended in order to promote discussion. The way you respond to questions will often determine whether a discussion will begin. Remember the following points when the participants ask questions:

- **Be honest.** If you do not know the answer, say so. Offer to find the answer.
- **Provide support.** Encourage your trainees’ participation. Use phrases like, “That is an interesting point.” Or “I am glad you asked that question.”
- **Be clear.** Present your responses as clearly as possible. Do not stray from the subject.
- **Be open to challenge.** Answer questions in a positive manner, even when participants do not understand or agree.
- **Use participants’ words.** Avoid reinterpreting their questions.

Conducting Small Group Activities

Small group activities are used when participants need to practice a skill. You play an important role in the success in this part of the training. You must not be too critical, and you must help the participants stay on track.

Before a small group activity:

- Review the directions and take notes until you have a clear picture of how the activity will run.
- Make sure you have all the materials ready.
- Make sure you understand the training objectives that the activity is working toward. Keeping these in mind will help you avoid getting off track.
- Plan ahead on how you will organize and group participants (e.g. counting off, etc.)
- During small group activities, ensure different participants are given the opportunity to lead the activities.

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During a small group activity:

- Introduce the activity:
 - Give participants a brief description of the tasks, objectives, directions, and time restrictions.
 - Allow time for questions.
- Monitor the activity:
 - Circulate among the participants.
 - After the activity has begun, do not interrupt with more information.
 - Let the participants know how much time they have left for an activity.
- Debrief the activity:
 - Summarize the activity and the objective being practiced.
 - Give positive and constructive feedback.
 - Ask questions and respond to them.
 - Provide a transition to the next section.

Suggested Responses

Often, there is no “right” or “wrong” answer, but rather the objective is to have the participants go through a process, incorporate information they have learned, and come up with a decision or answer they can support based on the information provided. If participants’ responses indicate they do not fully understand the concept(s) or the responses do not fall under the scope of the “suggested responses,” the trainer should use facilitation techniques to guide them to a more correct response.

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Closing

Closing a lesson successfully requires techniques similar to those a good salesperson uses to close a sale. The salesperson gets a commitment from the buyer just as you must get commitments from your participants. The trainer elicits a commitment or motivation to use the newly learned skills and knowledge. A salesperson summarizes the points of the sale just as an effective trainer reviews the major points of the lesson.

A successful closing to a lesson should involve the following points:

- A review of lesson objectives, benefit statements, activities, and major content points.
- Examples of how the new skills or behaviors can be applied to the job.
- A linking of participants’ personal objectives to lesson material.

The trainer can close the lesson or ask participants to provide the necessary review information. There are times when one technique is more appropriate than the other. Your Trainer’s Guide outlines this for you.

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Not Enough Time

Not Enough Total Time Course designers and instructors are often under a great deal of pressure to squeeze instruction into a smaller amount of time. Consumers of the training might ask for a “two-hour version” or say they only have one hour to do it, and “it is that or nothing.” When faced with this dilemma, there are several options.

Advocate for Making the Time This is the best choice. Show the consumer the skills taught in the class and say that although the topics could be addressed, there is no way to ensure a skill level in less time. In addition, the Department of Human Services has approved the training program to be delivered in no less than three hours. You can offer to present the course in segments. Emphasize that the most important thing is for the participants to leave training with new abilities to improve their skills in recognizing and reporting child abuse and that these skills can only be achieved with adequate time for practice and feedback.

Do not agree to provide brief overviews of all the topics. Because the practice activities are the most time-consuming parts of the program, it is often tempting to remove them to save time. What remains then is a presentation of the program content. This may be interesting, and it may offer information, but it is not skill building. A definite distinction should be made between presentations and training. Learning objectives cannot be mastered without practice and feedback. If mastery is desired, then practice is essential. If mastery is not important, then a presentation might

Introduction for the Trainer

suffice. However, this is a training program and would need to be adapted significantly to make an effective presentation.

Distance Problems

Participants Dispersed Geographically One benefit of group training is the ability of participants to share information and experiences. Another benefit is that many training activities involve trying out techniques and building communication skills, things that cannot be done in isolation.

As effective as group training is, it is only complete when balanced with individualized one-on-one practice and feedback. This enables the instructor to observe skills being performed in the actual setting. However, given that Pennsylvania Family Support Alliance must attempt to provide training to as many individuals as possible, the consumer should be encouraged to see the value of group training, particularly in this subject matter, even if several participants must travel some distance to attend the session.

Inexperienced Participants

Participants Who Have Very Little Experience With the Subject Matter This training is for all mandated reporters of child abuse in Pennsylvania. However, within each group, it is likely there will be those individuals who have more knowledge than others. If the target group has very little knowledge or experience, then they will need many examples and chances to practice. In situations where the participants are more skilled, you may choose to move quickly through some of the instruction, using it as a review.

Introduction for the Trainer

Self-Study is Not the Best Option You may have a request for a copy of the materials so that someone may use it as a self-study module. This course is best as an instructor-led course, because the trainer then has the opportunity to provide guidance throughout the training. In addition, participants learn a lot from each other, especially when different experience levels are present.

PFSA has this training available online. Although it is an excellent training module and provides interactive opportunities throughout the program, including scenarios and a post-test, using it in isolation is not the best option. Individuals and organizations may utilize this program through PFSA’s website. However, it is strongly recommended that there be someone available within the organization who is well-versed in child abuse and neglect and the Child Protective Services Law and is able to answer questions and provide technical assistance to anyone using the online training program.

Introduction

Presentation time: 20 minutes

Show Slide: Recognizing and Reporting Child Abuse



Welcome participants to the training.

Introduction: *Briefly introduce yourself and give an overview of the qualifications that led to you presenting this training.*

Present a brief overview of Pennsylvania Family Support Alliance (PFSA). PFSA has been strengthening families in Pennsylvania for more than 40 years and is a vital community partner in the prevention, intervention, and treatment of child abuse, including:

- Program services that provide parenting skills education and support services for families through PFSA's work with affiliates agencies.
- Training programs for professional in child abuse and neglect

Introduction

- Education for communities through PFSA’s Front Porch Project Training community-based primary prevention initiative based on the belief that everyone can — and should — become more aware of how to help protect children in their own community. It provides ordinary citizens with the knowledge, training and encouragement they need to become involved.

Continue: PFSA was selected by the Department of Human Services as the state’s training provider of mandated reporters for education, community service, early education, and religious professionals. For more information, you may visit PFSA’s website, which can be found in your training materials.

Present: Before we get started, please find the handout page titled “Pre-Training Survey.” Please complete the top of the page and be assured that the information is kept for outcome measures only and is confidential. You will have five minutes to complete the Pre-Training Survey. It is not expected that you will know most of the information at this point in the training, so you can relax. The survey will be used to measure against your knowledge after you have gone through the entire training.

Note to Trainer: Give participants 5 to 7 minutes to complete the survey. Since many individuals have limited knowledge of the information to be covered in training, it is not expected that most participants will do very well. Assure participants that not knowing the answers is okay at this stage. Once they are done, ask them to leave it in the back of their guide. Spanish versions of the pre- and post-surveys are available for your use, as appropriate.

Introduce the Training: This training has been designed specifically for individuals who are mandated by the Child Protective Services Law (CPSL) to report suspected child abuse. It is designed to provide an overview of the law and its components and to provide an understanding of your role as a mandated reporter of child abuse. The course will also describe the steps to take when you suspect child abuse, how the Child Protective Services system assists children and their families, and what the outcome of an investigation of child abuse may be.

Introduction

Course Expectations:

Ask the participants to introduce themselves to the group and to share a little about their background and experience, including their current position. Ask each participant to write their first name on a large index card (or piece of letter-size paper) in large letters and fold it, so that it is visible to you.

Ask participants to share their expectations of the course. Write them on a blank flipchart. Explain that you will revisit the expectations at the end of the course.

Alternative Ways to Obtain Expectations:

When it is necessary to save time, you may not be able to ask each individual what their expectations are. However, you should still ask participants as a group whether anyone has any specific expectations and record them on a flipchart.

Introduction

Activity: What's In It For Me

Use this alternative for groups of 30 or fewer and in situations where there is ample time.

1. Instruct participants to turn over their name tent (created at the very beginning of training). On the back of the name tent, participants should list what is it that they most want or need to know about child abuse to help them do their jobs better. Ask participants to respond to the question while keeping the training objectives and agenda in mind.
2. Ask each small group to introduce themselves to those at their table and discuss the needs they have listed on the back of their name tents. Each group should then decide which needs they would like to put forth to the large group. Each of the identified needs may be written on an individual sentence strip or all of each table's needs may be posted on one sheet of flipchart paper. Each group may also be asked to jot down their needs on a sheet of notepaper for the trainer to transcribe on a flipchart sheet.
3. Reconvene the large group and circulate among the tables to determine the needs of participants. If flipchart paper was used, each small group should hang their sheet on the wall and briefly tell the large group about the needs listed. The trainer may wish to tell each group to monitor their list throughout the training and put a check mark next to needs as they are addressed.

If sentence strips or flipchart strips were used, the trainer can rotate among the small groups to collect them and ask for any clarification on the items noted. The strips can be hung under a banner heading for What's In It For Me? for items that the trainer will make a good faith effort to address, or Parking Lot for items that are beyond the scope of the training. The trainer should attempt to tell participants about other resources that address Parking Lot issues.

Note: Use these expectations to modify your presentation by emphasizing throughout the course those points or skills that participants have identified as concerns or needs.

Introduction

Show Slide: Goal of Course

Goal of Course

You will gain an understanding of your role as mandated reporters in meeting your legal obligations in the area of child protection, as per the Child Protective Services Law (CPSL). You will describe and apply current information on the CPSL, recognize elements and indicators of child abuse and neglect, and demonstrate reporting procedures.

You will also gain a better understanding of how the Child Protective Services system assists children and their families, and what the outcome of an investigation of child abuse may be.

Present: The course goal is a general statement of what participants should be able to do by the end of the course.

Benefits of the Course: By gaining a better understanding of the CPSL and the obligations of being a mandated reporter, professionals will be better prepared to:

- Identify potential child abuse and neglect
- Be more alert to warning signs
- Make reports of suspected child abuse immediately

Introduction

Show Slide: Objectives of the Course

Course Objectives

- Describe and apply current information on the PA Child Protective Services Law
- Review the role and responsibilities of the Child Protective Services System
- Identify elements and indicators of child abuse
- Review child abuse reporting procedures
- Provide an understanding of your roles and responsibilities as they relate to child abuse recognition and reporting
- Describe actions taken by the county agency when investigating child abuse
- Understand the outcomes of an investigation

Discuss the course objectives.

It is important to understand that this training will focus on what the CPSL defines as child abuse and neglect in the Commonwealth of Pennsylvania. This training is designed to help you understand the letter of the law and your personal and professional obligations. In addition, you will gain an understanding of how the Child Protective Services System is designed to address issues that arise in each county.

Introduction

Discuss personal values. In addition, it is important to understand that we each bring with us a set of personal values and experiences that may influence how we perceive things, particularly when it comes to topics like child abuse. As professionals and mandated reporters, it is important to understand that, at times, we may need to remove our personal filters and examine a situation more objectively.

Show Slide: Agenda

Agenda

- I. Introduction
- II. The Child Protective Services System
- III. The Reporting Process
- IV. Defining Child Abuse
- VI. The System's Response to Child Abuse
- VII. Conclusion

Discuss the slide, mentioning key points that will be covered in the various sections.

Review the training timetable. Discuss any other rules of the training (e.g. smoking policy) as well as key areas of the facility such as restrooms, refreshments, etc.

Refer participants to their Participant's Workbook.

Present: If at any point you need to leave the room to take care of yourself, please feel free to do so.

Lesson One

The Child Protective Services System

Presentation Time: 45 minutes

Introduce the lesson. Before we begin talking about the specifics and definitions of child abuse as outlined in the Child Protective Services Law, it is important to build a foundation regarding protective services and the child welfare system. This will provide a philosophical base for the training and a point of reference for the remainder of the training.

Objectives of Lesson One

Participants will:

- Determine their role in the child protective services system
- Describe the system established for child protection
- Gain a better understanding of how the Child Protective Services system assists children and their families
- Review the purposes of the CPSL to better understand the responses of the county CYS agency after they receive the report.

Review objectives of the lesson.

Present: While it may not always be possible to prevent child abuse and neglect from happening, understanding our role as a mandated reporter will help us determine when a mandated reporter has reasonable cause to suspect that a child has been abused or neglected. To better understand how the child welfare system works, we will discuss in our training today, who investigates the reports, and the difference between child protective services and general protective services.

Lesson One

Present: Each year, the Department of Human Services (DHS) prepares an annual report regarding child abuse in the Commonwealth of Pennsylvania. Copies may be found on PFSA's website at www.pafsa.org. The report provides statistical data and information about child abuse and neglect across the state in addition to information on each county.

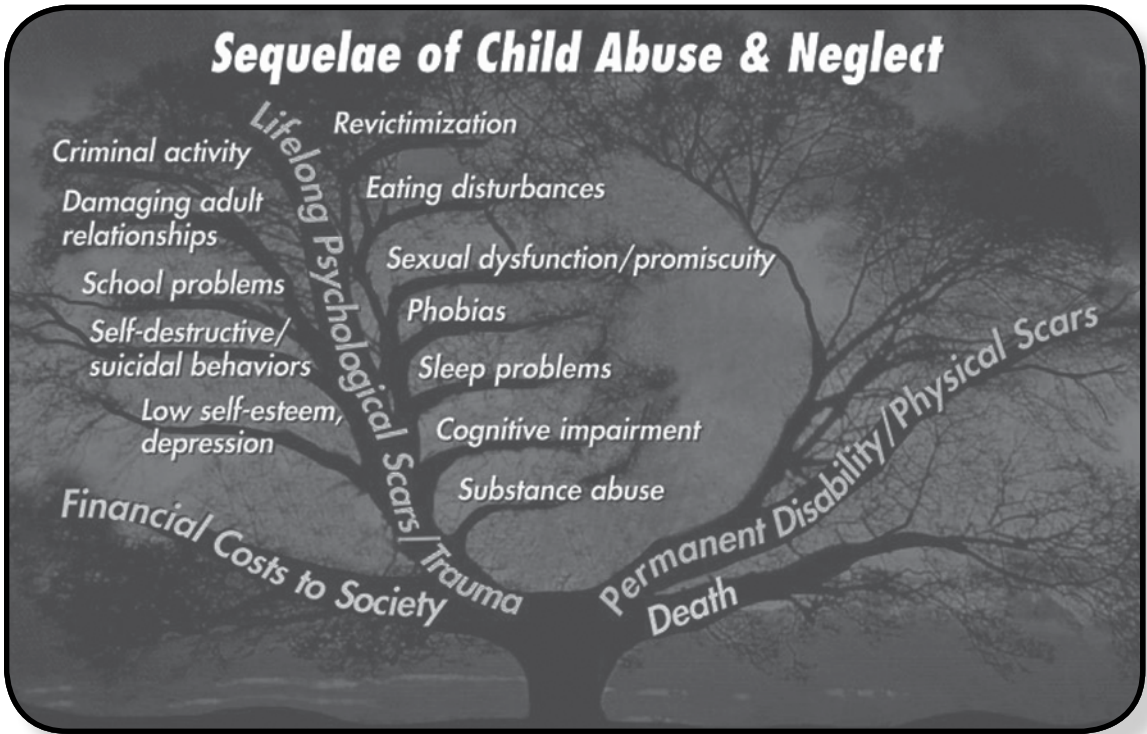
In addition, national statistics are released through places like the Center for Disease Control and the Administration for Children and Families. These provide reports that show us how many children are abused or neglected in the United States annually. While these numbers change some from year to year, they show us that child abuse and neglect is still occurring both in Pennsylvania and nationally. Looking at the last five years worth of reports, the child abuse reports from Pennsylvania's Department of Human Services show that In Pennsylvania there are between approximately 3000 and 5000 reports of child abuse substantiated every year.^{4, 7-10}

The National Child Abuse and Neglect Data System that is used by the Administration for Children and Families shows that every year approximately 1500 children die as a result of maltreatment. The reports also indicate that it is believed that this number is an underrepresentation of how many children actually die as a result of maltreatment.⁶

By knowing some of the data and statistics that exist related to incidents of reported child abuse and neglect, it helps us to understand that these things do happen within our own communities. We will be better able to make those critical decisions of making a report to intervene on behalf of a child.

Lesson One

Show Slide: Sequelae



Source: Aubry, R & Fiutak, K. Sequelae of Child Abuse. Syracuse Healthy Start Newsletter. 2002; Edition 4: 2. HYPERLINK "https://www.upstate.edu/obgyn/pdf/family_violence.pdf" Healthy Start newsletter Aug 2002: Accessed January 30, 2025.

Note: Sequelae (pronounced se-quel-ae (su kweh lay), is a Latin term meaning a secondary consequence or result. The slide illustrates some of the profound outcomes associated with child abuse and neglect.¹

Present: Child abuse and neglect can have both short-term and long-term consequences.

As we take a look at this slide, we see a number of ways in which child abuse and neglect can have an impact on individuals and communities. Each branch has different words or phrases that are included to help us consider what the negative outcomes associated with child abuse and neglect could be. Are there any of these outcomes that seem surprising to any of you? (Allow time for participants

Lesson One

to consider their thoughts and feelings as it relates to the idea that child abuse and neglect can result in long-term outcomes for individuals.) Are there other outcomes that participants think should be added to this tree? Allow time for participants to consider additional outcomes.

The Center for Disease Control (CDC) reports that "at least one in seven children experienced child abuse or neglect in the past year in the United States."²

The World Health Organization reports that six in ten children or 400 million children under five years of age regularly suffer physical punishment and/or psychological violence at the hands of parents and caregivers.³

"Preventing and responding to child maltreatment requires a multi-sectoral approach. The earlier such interventions occur in children's lives, the greater the benefits to the child and to society."³

Discuss: Encourage participants to consider how their roles that make them mandated reporters within their communities contributes to more cases of child abuse and neglect being reported.

Lesson One

Review: The Pennsylvania Department of Human Services indicates in their 2023 report that 2909 of 5561 perpetrators of child abuse are parents to the identified child. This is approximately 52% of all perpetrators of child abuse identified.⁴

Note: If participants would like more information, the entire child abuse report can be found on the PFSA website as well as the DHS website.

As we go through the training, we will learn more about the legal definition of perpetrator and we will learn that by definition perpetrators have some form of a relationship with the identified child. This means that in nearly all the reports mentioned, it would be reasonable to assume that the child identified in the cases had some sort of familiar relationship with the perpetrator.

Note for Trainer: There may be questions about re-victimization and what that means. The CDC report mentioned above indicates that “children who are abused or neglected are at increased risk for experiencing future violence victimization and perpetration.

Present: The CDC reports that long term consequences of child abuse and neglect include increase in risk “for experiencing future violence victimization and perpetration, substance abuse, sexually transmitted infections, delayed brain development, lower educational attainment, and limited employment opportunities.”² It also reports that “child abuse and neglect can result in toxic stress, which can change brain development and increase the risk for problems like post-traumatic stress disorder and learning, attention, and memory difficulties.”²

Other outcomes of children who are victims of abuse or neglect identified by the CDC range from immediate injuries to emotional and psychological issues, which could include anxiety and post-traumatic stress.²

Lesson One

Ask: What would you guess is the total annual cost in the United States to deal with child abuse and neglect and related issues? (Note to Trainer: Encourage participants to make a wild guess.)

Suggested Response: Chapin Hall reported in June 2024 that information available from 2018 indicates that investigation of child abuse costs nationally were \$2.94 trillion and costs associated with substantiated cases of child abuse and neglect were \$563 billion.⁵

Trainer’s Note: Additional resource:
<https://www.cdc.gov/child-abuse-neglect/about/index.html>

Show Slide: Reporting of Child Abuse

Reporting of Child Abuse

- Approx. 4.4 million reports of suspected abuse and neglect made annually in the United States⁶
- In Pennsylvania
 - 3,000-5,000 reports of suspected child abuse are made annually^{4, 7-10}
 - substantiation rate for child abuse reports is 10-13% annually^{4, 7-10}

Discuss:

- Each year data is collected to evaluate how many children are reported as victims of suspected abuse and how many of those cases were substantiated to indicate that abuse occurred. Approximately 18% of reports nationwide were substantiated in 2022.⁶ Pennsylvania’s percentage was lower at 11.7% substantiation rate.⁴ According to data from DHS looking back five years to the present, those percentages range between 10% and 13%.^{4,7-10}
- One goal of the CPSL is to promote more complete reporting of child abuse. It is our hope that as we continue through our training today, you will feel more confident and comfortable with reporting when you have a reasonable cause to suspect a child is a victim of child abuse.

Lesson One

Understanding the child welfare system and the processes that take place once those reports are made will help you to also better understand the importance of responsibility you hold as a mandated reporter in Pennsylvania.

Present: Reporting suspected child abuse and neglect is our legal obligation as a mandated reporter. It has the possibility of saving a child’s life in some circumstances. In addition, the reports made that are considered to be General Protective Services (GPS) reports are often more preventative in that the concerns may not rise to the level of abuse as defined, but they allow for intervention to occur.

A shift in child welfare practice is occurring to focus efforts on prevention-based services. This is evident in the Family First Prevention Services Act of 2018. This federal legislation provides funding, which allows states like Pennsylvania to provide prevention-based services in order to reduce the number of children being placed in out of home placements, including those children placed in congregate care settings, also reducing cases of child abuse by intervening prior to the abuse.¹¹ While the primary focus of this training is mandated reporting of suspected child abuse, it is also helpful to understand that the Child Protective Services Law allows for permissive reporting of General Protective Services for situations whereby you may have concerns for the safety and well-being of a child but it may not seem to rise to the level of suspected child abuse. We will review both categories.

Lesson One

What Can Be Done

- Learn about child abuse
- Be alert to warning signs
- Be prepared to report

We know that there are many reports of child abuse that are made each year. We know that the impact of child abuse is significant to our society and to the individuals it affects. We also know that of those reports of suspected abuse, a small percentage are able to be substantiated. We also know that as mandated reporters we are required to make reports of suspected child abuse when we have reason to suspect that abuse has occurred. How can we help to do our best job as mandated reporters because according to the 2023 annual child abuse report from DHS, approximately 82% of all reports of suspected abuse comes from mandated reporters.

We can make sure that we do our part by having a better understanding of our responsibility and what the CPSL requires of us. This includes better understanding the definitions of child abuse to know what that means. In other words we will discuss what constitutes child abuse, but we can also explore what may not be child abuse but may be concerning to those of us who are working with children. This will be reviewed in our training today and I invite you to ask questions or share examples that may be helpful as we discuss this. We can familiarize ourselves with some of the indicators of abuse. We will discuss some of the things we may see in the ways children appear and act that could indicate that there could be child abuse occurring. Finally, know how to make a report. We will discuss the ways that reports can be made and will allow you some time to consider which method might be most comfortable for you.

Lesson One

Show Slide: Many Cases Unreported

Potential Barriers to Reporting

- Confusion or uncertainty about reporting responsibilities^{35 36}
- Ignorance of the warning signs³⁵
- Fear of an inadequate response^{35 36}
- Do not want to become involved^{35 36}
- Fearful of repercussions^{35 36}
- Concerned that reporting may violate professional obligations³⁵

Present: We just spent some time looking at data as it relates to cases of suspected child abuse that were reported. While focusing on educating mandated reporters on understanding what abuse is, it is also important to recognize that while substantiation rates of those received reports may appear low, it is still our legal obligation to make reports of suspected child abuse and neglect when we have reason to suspect that abuse has occurred. We also discussed the impact of child abuse on both individuals and society. We are all in this training today because we work with children either through our employment or our volunteer work. We have opportunities to build relationships so that we can be able to pick up on some of the indicators or warning signs that a child is potentially a victim of abuse or neglect.

Let’s look at this slide to examine the potential barriers to reporting suspected child abuse and neglect.

- Confusion about what should be reported is a major reason why many cases are not reported. Many people simply misunderstand reporting requirements and procedures. Participants should be encouraged to seek training and guidance to meet their responsibility as mandated reporters and assist children in need.^{35,36}
- Ignorance of the warning signs is another reason for failure to report. Many studies have documented limited knowledge for detecting symptoms of

Lesson One

child abuse and neglect among professionals who serve children. Again, professionals should be encouraged to seek training and guidance to meet their legal responsibilities.³⁵

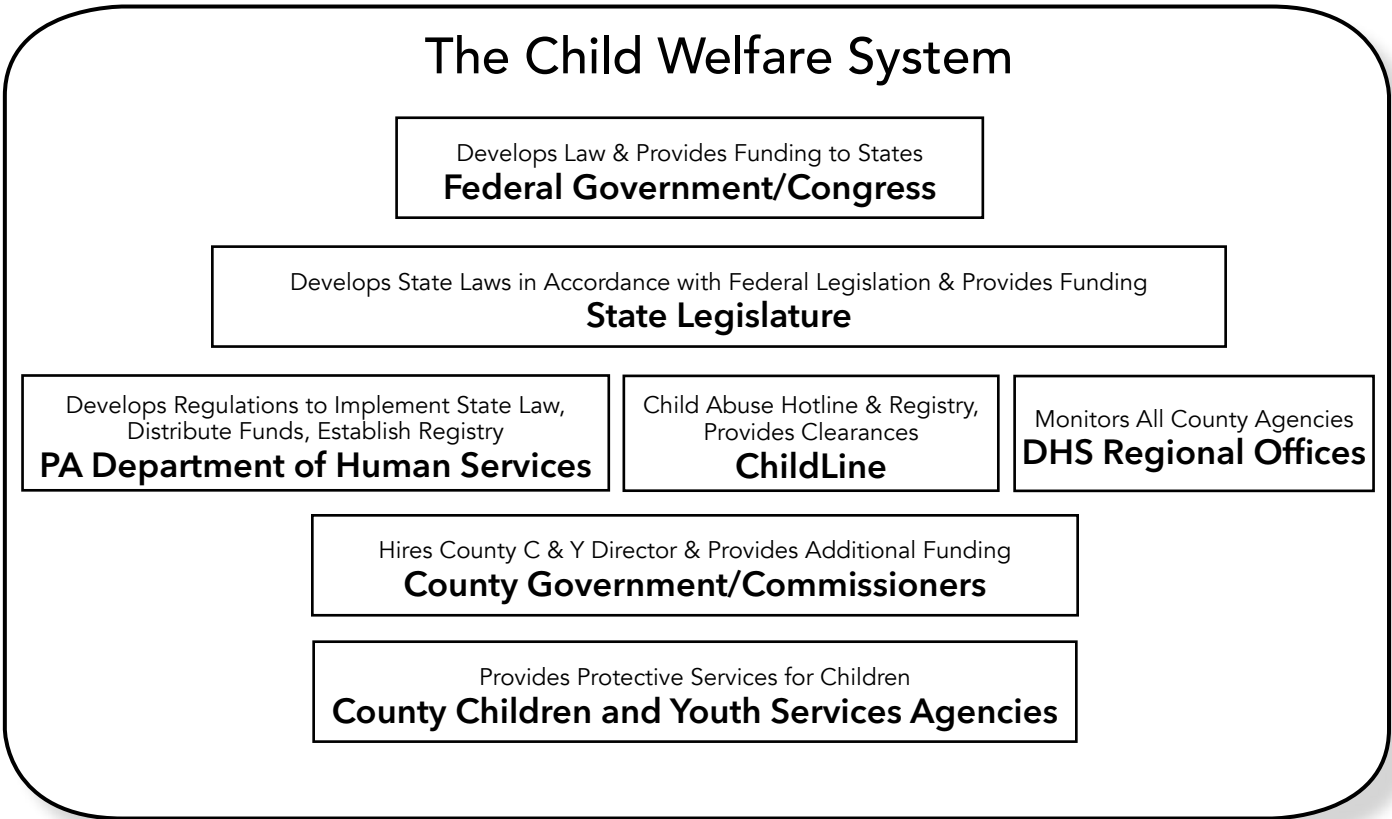
- Some professionals hesitate because they think that the authorities will not respond adequately. As mandated reporters, professionals cannot allow fears and previous frustrations with the system to prevent them from meeting their legal obligation to report.^{35,36}
- Others may not report, because they do not want to get involved. As mandated reporters who suspect a child has been abused, they are already involved. The law requires professionals to seek appropriate intervention for the child by reporting suspicions.^{35,36}
- Some are concerned that parents may react violently. This is an understandable concern, but a possible negative reaction from the parents cannot supersede the safety concerns for a child. You have organizational policies and procedures to protect you; the child may only have you.^{35,36}
- A few professionals, like psychologists and psychiatrists, are concerned that reporting violates their professional obligations to their clients or it will cause their clients to flee therapy.³⁵

Transition: Although there are certainly a lot of reasons one could come up with for failing to report child abuse and neglect, the bottom line is that not only is it the right thing to do, but the law mandates or requires reporting of many individuals. The legal mandate overrides all concerns mentioned.

Lesson One

Refer participants to **page 12** in Participant’s Guide.

Show Slide: The Child Welfare System



Discuss: The Child Welfare System has multiple layers of accountability and oversight.

Federal Government: The Federal Government develops laws and provides funding to states. The Child Abuse and Treatment Act is Federal Legislation that guides states in the development of their child protection laws.

In 1997 the Adoption and Safe Family Act was signed into law with the hope of improving safety of children and reduce the timelines for establishing permanency for children in the foster care system. It requires criminal background checks for foster and adoptive homes and also requires that children with special needs who are being adopted have health care coverage.

Lesson One

Most recently, the Family First Prevention Services Act was signed into law in 2018. This legislation allowed for states to receive federal funding for prevention based services. The goal is to prevent children from being removed from their homes and increases the amount of services available to support families in their home and communities.

State Legislature: Pennsylvania develops laws to protect children. Sometimes these laws are a response to Federal Legislation, which allows Pennsylvania to receive Federal funding to provide services to families and children. One example of this is the Child Protective Services Law. While it was initially enacted in 1975, it has had amendment made since this time in order to maintain compliance with the federal changes to CAPTA.

Pennsylvania Department of Human Services: (DHS)
DHS is an arm of the Commonwealth. It interprets the Pennsylvania laws and develops regulations to outline how counties will carry out the law. Pennsylvania has a state mandated, county operated child welfare system. This means that counties have autonomy over determining which services would meet the needs of their families, but there are standards through regulations that must be followed and met.

DHS Regional Offices:
There are four regional offices throughout the Commonwealth of Pennsylvania. Each county is assigned to a Regional Office typically assigned based upon geographic location. DHS puts the responsibility of conducting annual licensing inspections to monitor county compliance with the regulations and laws. Regional offices also are responsible to investigate reports of suspected abuse in situations where a county would be considered to have a conflict of interest with the identified Alleged Perpetrator.

County Government/Commissioners:
The County hires an Administrator of its Children and Youth Agency and is responsible to make sure that there are adequate resources for the Agency to be compliant with laws and regulations. Each county provides funding for the services identified.

Lesson One

County Children and Youth Services Agency:

The county agency provides services through direct services or through the purchase of services from private agencies. The agency is accountable to both the County Government as its employer and to DHS who monitors and licenses the agency.

Childline:

DHS operates ChildLine with a toll-free, 24-hour registry for all cases of child abuse in Pennsylvania. ChildLine is a function of DHS. It does not have any oversight of counties.

Lesson One

Show Slide: Purposes of the CPSL

Purposes of the CPSL

- Establish protective services in each county for the purpose of investigating reports swiftly and competently
- Provide protection for children from further abuse
- Provide rehabilitative services for children and parents involved to:
 - Ensure the child’s well-being, and
 - Preserve, stabilize, and protect the integrity of family life wherever appropriate, OR
 - Provide an alternative permanent family when the unity of the family cannot be maintained
- Encourage more complete reporting of child abuse
- Involve law enforcement agencies in responding to child abuse
- Establish procedures to assess risk of harm to a child in order to:
 - Respond adequately to meet the needs of the family and child who may be at risk
 - Prioritize the response and services to children at most risk

Discuss:

- It is the purpose of the CPSL to:
 - Encourage more complete reporting of suspected child abuse - mandated reporters need to fully understand and appreciate when and how they are to report abuse and neglect. It is important for them to understand the Child Protective Services System and where mandated reporters fit within that system.¹⁵

Lesson One

- To the extent permitted by the CPSL, to involve law enforcement agencies in responding to child abuse¹⁵ - whenever possible, Children and Youth and Law Enforcement Officials coordinate their investigations
- Establish in each county protective services for the purpose of investigating the reports swiftly and competently, providing protection for children from further abuse and providing rehabilitative services for children and parents involved so as to ensure the child’s well-being and to preserve, stabilize and protect the integrity of family life wherever appropriate or to provide another alternative permanent family when the unity of the family cannot be maintained.¹⁵

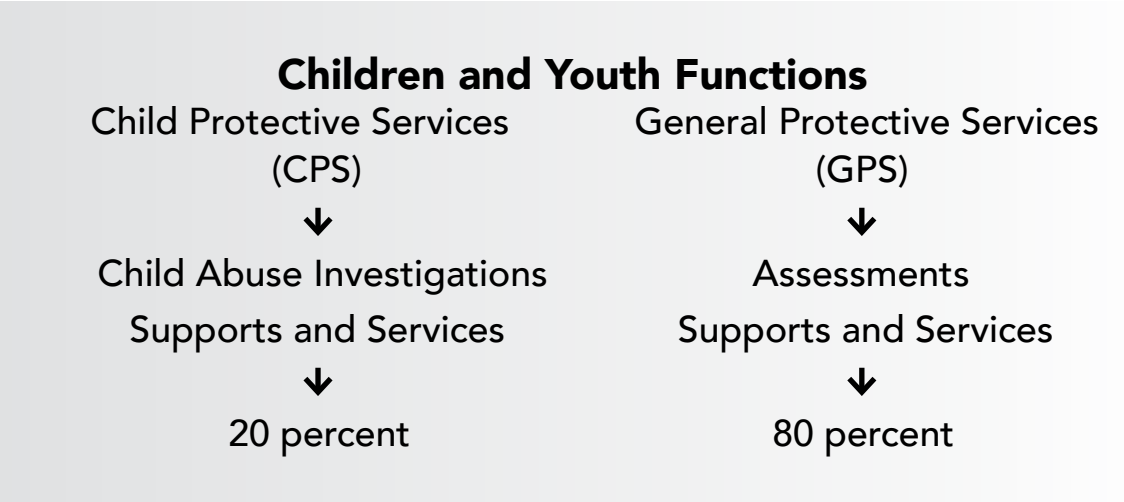
Swiftly¹⁵ – Means the children and youth agencies should investigate reports of suspected child abuse quickly. The county agency begins its investigation and sees the child within 24 hours of receiving a report of abuse. The investigation begins, and the child is seen immediately if emergency protective custody has been taken or if it cannot be determined from the report whether emergency custody is needed.²¹ Mandated reporters can make reports 24 hours a day, seven-days a week to ChildLine. This will be covered in greater detail in lesson 2.

Competently¹⁵- As was discussed earlier, both legislation and regulation guide practice within children and youth agencies. DHS regulation (PA 3490.312) requires all direct service caseworkers to participate in a minimum of 120 hours of standardized training. Supervisors are required to participate in an additional 60 hours of standardized training beyond their initial direct service worker certification. After this, staff are required to participate in a minimum of twenty additional hours of training annually.¹⁷

- It is also the purpose of this chapter to ensure that each county children and youth agency establish a program of protective services with procedures to assess risk of harm to a child and with the capabilities to respond adequately to meet the needs of the family and child who may be at risk and to prioritize the response and services to children most at risk.¹⁵

Lesson One

Show Slide: Children and Youth Agency Functions



Data derived from the PA DHS Annual Child Abuse Reports 2019-2023

Present: When reports are made to Childline, they are captured in one of two buckets, Child Protective Services or General Protective Services. CPS reports are reports that meet criteria for the report to be investigated as suspected child abuse. This means that based upon the information provided to ChildLine, the report meets criteria to be sent to the correlating county for further investigation. The reports that identify concerns that do not meet the criteria for a child abuse investigation are sent to the the correlating county for assessment for General Protective Services or GPS. These are cases where the alleged act or failure to act may not meet the definition of child abuse but may still be detrimental to the child and therefore requires an assessment for services and/or supports.

Services that are provided in cases of CPS reports are also available for families receiving GPS. The same assessments used for evaluating risk and safety are also used in both CPS and GPS cases.

There are specific requirements for CPS that are different administratively than GPS, but all cases are received and assigned to counties by Childline. Once the county receives the report, the response is dependent on the information within the report and the level of risk and assessment of immediate safety of the child in the report.

Lesson One

However, approximately 80% of what Children and Youth addresses are concerns that fall under the General Protective Services or GPS arm of protective services. General Protective Services are for cases where the alleged act or failure to act may not meet the definition of child abuse but is still detrimental to the child and therefore require an assessment for services and supports. GPS assesses family functioning to determine what if any services or supports are needed to reduce the risk of harm to the children.

Trainer’s Note: While mandated reporters are required to make reports of suspected child abuse, it is helpful for you to also have an understanding of what is covered in general protective services. The following is a list of objectives for General Protective Services.³²

1. Keep children in their own homes, whenever possible.
2. Prevent abuse, neglect and exploitation.
3. Overcome problems that result in dependency.
4. Provide temporary, substitute placement in a foster family home or residential child-care facility for a child in need of care.
5. Reunite children and their families whenever possible when children are in temporary, substitute placement.
6. Provide a permanent, legally assured family for a child in temporary, substitute care who cannot be returned to their own home.
7. Provide services and care ordered by the court for children who have been adjudicated dependent.

Present: Once a report of suspected child abuse is made, the wheels are set in motion for an investigation to begin. Remember, a report only requires that you reach a level of reasonable suspicion that child abuse has occurred. As a reporter, you are not required to investigate, collect evidence, or be certain before you make the call to ChildLine.

Lesson One

Show Slide: Safety and Risk



Discuss: Caseworkers have a systematic approach to assessing safety and risk. While the appearance of the tools may differ from county to county, the information gathered and analyzed is the same. Caseworkers are assessing the immediate safety of children and also projecting a level of risk throughout the life of the case. Risk and safety are required to be assessed under the CPSL³⁰ and through regulation³¹. Assessing safety and risk encompasses categories related to the child, caretakers, alleged perpetrator, parents, and physical environment³¹. It is not important for mandated reporters to understand these assessments; however, the standards of an assessment as identified in the cited regulation are encased in the categories listed in the document of the CY-47. The answers you provide when making a report of suspected child abuse help the caseworkers begin their process of assessing risk and safety.

Safety and risk are assessed on cases of both abuse and neglect.

Lesson One

Show Slide: General Protective Services

§ 6374. Principles and goals of general protective services.

- (a) Primary purpose.--The primary purpose of general protective services is to protect the rights and welfare of children so that they have an opportunity for healthy growth and development.
- (b) Assistance to parents.--Implicit in the county agency's protection of children is assistance to parents in recognizing and remedying conditions harmful to their children and in fulfilling their parental duties more adequately.

Discuss: As mandated reporters, you can still report concerns you have, even if you do not suspect child abuse. By making that report, the family can receive services and supports.

General Protective Services not only protects the rights and welfare of children – it also assists parents in recognizing and remedying conditions harmful to their children.¹⁸

General Protective Services are services to prevent the potential for harm to a child who meets one of the following conditions:¹⁹

1. Is without proper parental care or control, subsistence, education required by law or other care or control necessary for his physical, mental, or emotional health, or morals.
2. Has been placed for care or adoption in violation of the law
3. Has been abandoned by his parents, guardian or other custodian
4. Is without a parent or legal custodian
5. Is habitually and without justification truant from school while subject to compulsory school attendance

Lesson One

6. Has committed a specific act of habitual disobedience of the reasonable and lawful commands of his parent, guardian or other custodian and who is ungovernable and found to be in need of care, treatment or supervision

7. Is under 10 years of age and has committed a delinquent act

8. Has been formerly adjudicated dependent under section 6341 of the Juvenile Act (relating to adjudication), and is under the jurisdiction of the court, subject to its conditions or placements and who commits an act which is defined as ungovernable in subparagraph (vi)

9. Has been referred under section 6323 of the Juvenile Act (relating to informal adjustment), and who commits an act which is defined as ungovernable in subparagraph (vi)¹⁹

A child is “truant” if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. “Habitually truant” means six or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.³⁷

Act 16 of 2019 amended the PA Public School Code to update the definition of compulsory school age to “the period of a child’s life from the time the child’s parent elected to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.”³⁸

Lesson One

Introduce the Activity: We will now take a look at some scenarios. Please think critically about these situations and ask yourself “Do I have a reasonable cause to suspect a child is a victim of child abuse?” based on the information provided in the scenario. Are there any indicators of child abuse?

Note to Trainer: The goal is to encourage critical thinking.

Scenario I:

You are a neighbor to Lori who has six children, ages 16, 14, 13, 11, and 4 year old twins. Lori and the children live in a home that has broken windows, and Lori has shared with you that the family’s oil tank is frequently empty and unable to heat the home. She has asked to borrow money to get cans of heating fuel to hold her over during the coldest days. The younger children have been begging other neighbors for food and the older children aren’t often seen at home. Lori has been complaining to you that she has to attend school meetings for truancy for the older children. Other neighbors are saying that the 13 year old child is drinking and smoking.

What would you do?

Scenario II:

Lisa is a 26 year old mom to Olivia who is 3 years old. A family friend tells you that Olivia may have been left home alone overnight when Lisa was out “looking for drugs.” The friend heard the information from a mutual friend of hers and Lisa’s. The friend also reports that there have been a few times when she has been around Lisa and Lisa has appeared to be under the influence of a substance. She has not been around Lisa much when she has Olivia because they visit when Olivia is with her dad. Olivia visits her dad every other weekend.

What would you do?

Scenario III:

Henry is an 8 year old boy who began coming to school appearing to be very hungry during breakfast. He was observed taking several items from the school’s “sharing cart.” (Sharing cart is a place with extra food available for children to take if they want additional items after eating their share of food.) When asked about the volume of food Henry was taking, he reports that he is often still hungry after eating dinner. He explains that his dad lost his job and they don’t have very much food to eat.

What would you do?

Lesson Two

The Reporting Process

Presentation time: 30 minutes

Introduce the lesson. In this section, we will discuss the obligations under the law for reporting child abuse, including the procedures for doing so. We will discuss who is obligated to report suspected child abuse, the procedures for making a report, and the details regarding liability and responsibility as per the CPSL.

Objectives of Lesson Two

Participants will:

- Understand the difference between those encouraged to report and mandated reporters
- Learn how to make a report of suspected child abuse
- Understand the protections provided to mandated reporters
- Identify penalties for willful failure to report suspected child abuse

Review objectives of the lesson.

Lesson Two

Show Slide: Reporters of Child Abuse

Reporters of Child Abuse

Permissive Reporters – those who can

Mandated Reporters – those who must

Discuss: Pennsylvania has always had two types of reporters of child abuse:

- Permissive Reporters are those individuals who **can** report suspected child abuse, and that includes everyone. These reporters, however, are not required to report. Permissive reporters may contact ChildLine, the county children and youth agency or the police to make a report.
- Mandated Reporters are those individuals who are **obligated by law** to report suspected child abuse. Mandated reporters are those adults who come into direct contact with children in the course of their employment, occupation, or practice of their profession and those whose role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child. In essence if a person has direct contact with children through work or a volunteer position they must report when they have reasonable cause to suspect that a child has been abused. The one job exception to having direct contact with children is attorneys that are affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children. Such attorneys are considered mandated reporters regardless of having direct contact with children. Mandated reporters submit over 75 percent of all child abuse reports. The enumerated list includes:
 - (1) A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
 - (2) A medical examiner, coroner or funeral director.

Lesson Two

- (3) An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- (4) A school employee.
- (5) An employee of a child-care service who has direct contact with children in the course of employment.
- (6) A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- (7) An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children.
- (8) An employee of a social services agency who has direct contact with children in the course of employment.
- (9) A peace officer or law enforcement official.
- (10) An emergency medical services provider certified by the Department of Health.
- (11) An employee of a public library who has direct contact with children in the course of employment.
- (12) An independent contractor.
- (13) An individual supervised or managed by a person who falls into any of the above categories, who has direct contact with children in the course of employment.
- (14) An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.
- (15) Foster parent.
- (16) An adult family member who is a person responsible for the child's welfare and provides services to a child in a family living home, community home for individuals with an intellectual disability or host home for children which are subject to supervision or licensure by the department under Articles IX and X of the act of June 13, 1967 (P.L.31, No. 21), known as the Public Welfare Code.

Lesson Two

Show Slide: When to Report

When to Report

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization, or other entity that is directly responsible for the care, supervision, guidance, or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has abused a child.

Present: The trigger for reporting is reasonable cause to suspect. When the mandated reporter has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service. When you have reasonable cause to suspect that a child you know through work or volunteer activities for children is a victim of abuse you must report.
- The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization, or other entity that is directly responsible for the care, supervision, guidance, or training of the child.

Lesson Two

- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse. If someone tells you about suspected abuse of a child regardless of whether or not you know the child you must report if there is any way to identify the child. This includes situations where you are not in your work role or your volunteer role. Although you do not need to have all the identifying information for the child, any information that you can provide, may be beneficial to locating or identifying that child. Some examples of information include: car license plate number, street name, school and relationship to another known person.
- An individual 14 years of age or older makes a specific disclosure to you that the individual has abused a child. If at any time someone tells you information that gives you reasonable cause to suspect that they have abused a child you must report. This includes situations where you are not in your work role or your volunteer role.

In no instance does the child need to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. This means you do not need to see or talk to the child in order to make a report. Once you have reasonable cause to suspect, a report must be made.

You do not need to identify the person responsible for the child abuse to make a report of suspected child abuse. It will be up to the investigation to determine who abused the child. You do not need to know their name or their relationship to the child. Again, all you need is reasonable cause to suspect someone has abused the child.

In essence, any information coming to a mandated reporter through the course of their work or volunteering capacity that leads the mandated reporter to have reasonable cause to suspect that a child has been abused and disclosures of suspected child abuse during and outside of work or volunteering requires that a report be made.

Present: Whether a permissive or mandated reporter, we must always ask ourselves, "What is the right thing to do?" If we make the welfare of a child the top priority, then deciding to report becomes an easy decision. By law, all that an individual has to have is a reasonable cause to suspect that a child has been abused. This standard does not require that you obtain proof or that you become 100 percent positive before you decide to report. You only need to have a reasonable cause to suspect.

Lesson Two

Reasonable Cause To Suspect

- May be a determination you make based on your training/ experience and all known circumstances – to include:
 - “who”, “what”, “when”, and “how”,
 - observations (e.g. indicators of abuse or “red flags”, behavior/demeanor of the child(ren), behavior/demeanor of the adult(s), etc), as well as
- Familiarity with the individuals (e.g. family situation and relevant history or similar prior incidents, etc.)
- Some indicators may be more apparent than others depending on the type of abuse and/or depending on the child’s health, developmental level, and well-being.
 - For example, some indicators may be visible on the child’s body while other indicators may be present in the child’s behaviors.

Show Slide: Making A Report

Making A Report

- Reports of suspected child abuse are made immediately
- Reports may be made orally via phone or electronically
 - Oral reports are made ChildLine at (800) 932-0313, which is available 24/7
 - Electronic reports are made via CWIS Self-Service portal www.compass.state.pa.us/cwis
- Inform the person in-charge that report was made

Lesson Two

Discuss:

- Persons who suspect child abuse may call ChildLine, the statewide registry, at (800) 932-0313, which is available 24-hours a day, seven days a week to anyone who wishes to make a report. Although everyone is encouraged to do so, mandated reporters must call ChildLine or file an electronic report immediately upon suspecting child abuse. Permissive reporters may make anonymous calls, but mandated reporters cannot.
- Mandated reporters may choose to make the report electronically instead of calling ChildLine. The electronic report is made using ChildLine’s Child Welfare Information Solutions Self-Service Portal. The portal is available 24-hours a day, seven days a week.
- After making the report to ChildLine either orally or electronically, the mandated reporter must inform the person in-charge or their designee that the report was made. The person in-charge will ensure the cooperation of the agency, school or institution.
- Applicability of Mental Health Procedures Act – Notwithstanding any other provision of law, a mandated reporter who makes a report of suspected child abuse or who makes a report of a crime against a child to law enforcement officials shall not be in violation of the act of July 9, 1976 (P.L.817, No.143), known as the Mental Health Procedures Act, by releasing information necessary to complete the report.



FIND IT IN THE LAW:

Persons required to report suspected child abuse (23 Pa.C.S. § 6311)
Staff members of institutions, etc. --

Whenever a person is required to report under subsection (b) (relating to basis to report) in the capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, that person shall report immediately in accordance with section 6313 (relating to reporting procedure) and shall immediately thereafter notify the person in charge of the institution, school, facility, or agency or the designated agent of the person in charge.

Upon notification, the person in charge or the designated agent, if any, shall facilitate the cooperation of the institution, school, facility, or agency with the investigation of the report.

Any intimidation, retaliation, or obstruction in the investigation of the report is subject to the provisions of 18 Pa.C.S. § 4958 (relating to intimidation, retaliation, or obstruction in child abuse cases).

The PA CPSL does not require more than one report from any such institution, school, facility, or agency.

Lesson Two

Tips When Making a Report

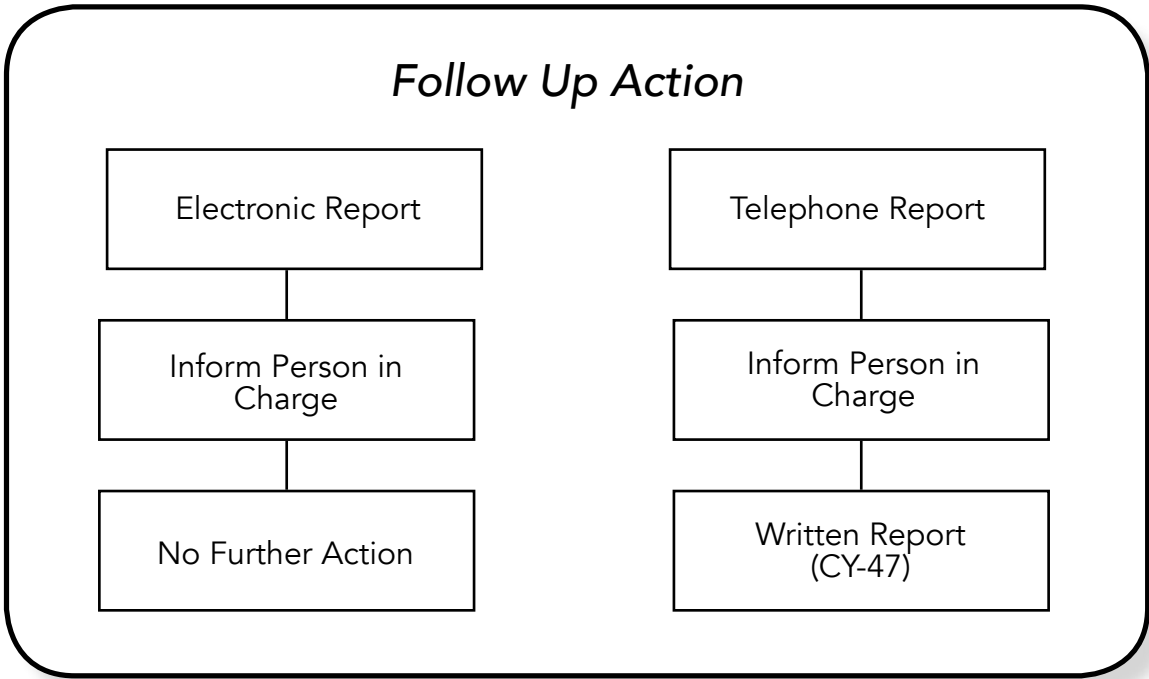
- Frame your concerns in the facts
- Describe and emphasize the risk of harm or maltreatment to the child
- Present any efforts you have made to address and/or remediate the situation
- Obtain contact information of the person you spoke with
- Request clarification
- Document your referral

Discuss:

- Frame your concerns in the facts – Keep your report to the facts that you are aware of concerning the child and the situation at hand.
- Describe the concerns as they relate to suspected child abuse and/or neglect and whether or not there is an immediate concern for the child’s safety.
- Present any efforts you have made to address and/or remediate the situation – If you have already made attempts to assist the child and/or their family, you should include this information in your referral.
- Get the name or employee number of the person you spoke with and document that in your notes. ChildLine caseworkers provide a unique number they are assigned that can be documented, so that number can be requested.
- Request clarification – Be sure to ask questions about anything that you do not understand so that misunderstandings may be clarified, if necessary.
- Document your referral – Be sure to document your referral in the event that you will need to follow up or that the child’s situation continues or worsens.

Lesson Two

Show Slide: Follow-up



- Within 48 hours of making the call to ChildLine, mandated reporters must complete a form called a CY-47, which is a Report of Suspected Child Abuse. The CY-47 is sent to the Children and Youth office, and you should keep a copy for your own records in a separate confidential file. The form should be sent to the county agency where the alleged abuse will be investigated.
- The CY-47 is not required if an electronic report is made in lieu of a call to ChildLine. The electronic report serves as both the oral and written report.
- If the mandated reporter does not submit the written report, Children and Youth must still investigate the report.



FIND IT IN THE LAW:

Reporting procedure (23 Pa.C.S. § 6313)

Report by mandated reporter --

A mandated reporter shall immediately make an oral/verbal report of suspected child abuse to DHS via the Statewide toll-free telephone number under section 6332 (relating to establishment of Statewide toll-free telephone number) ("https://pagov-my.sharepoint.com/personal/asweaver_pa_gov/Documents/-%20OCYF%20-/Assignments/Curricula/KKS%20Trainings%20Page/Curriculum%20Approval%20Guidelines/1-800-932-0313" 1-800-932-0313) or a *FIND*

Lesson Two



FIND IT IN THE LAW:

Reporting procedure (23 Pa.C.S. § 6313)

Report by mandated reporter --

A mandated reporter shall immediately make an oral/verbal report of suspected child abuse to DHS via the Statewide toll-free telephone number under section 6332 (relating to establishment of Statewide toll-free telephone number) ("https://pagov-my.sharepoint.com/personal/asweaver_pa_gov/Documents/-%20OCYF%20-/Assignments/Curricula/KKS%20Trainings%20Page/Curriculum%20Approval%20Guidelines/1-800-932-0313" 1-800-932-0313) or a *FIND IT IN THE LAW* (continued):

written report using electronic technologies under section 6305 (relating to electronic reporting) (via the self-service "<http://www.compass.state.pa.us/cwis>" Child Welfare Portal).

A mandated reporter making an oral/verbal report of suspected child abuse to the DHS via the Statewide toll-free telephone number under section 6332 (relating to establishment of Statewide toll-free telephone number) shall also make a written report ("<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/CY47.pdf>" CY-47), which may be submitted electronically, within 48 hours to DHS or county agency assigned to the case in a manner and format prescribed by DHS.

The failure of the mandated reporter to file the written report ("<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/CY47.pdf>" CY-47) described in the paragraph immediately above shall not relieve the county agency from any duty under the PA CPSL, and the county agency shall proceed as though the mandated reporter complied.

Present: If you were to call Children and Youth first, instead of ChildLine, they will most likely tell you to call ChildLine after taking the information from you.

Ask: What if you were unable to reach a live person at Children and Youth after making the report to ChildLine and you were very concerned about the child's safety?

Suggested Responses:

- Be persistent. All county Children and Youth offices have systems in place so that you can reach a Children and Youth worker 24-hours a day, seven days a week. If you reach a receptionist who places you into voice mail, leave a message, but also call right back and explain the situation, telling them that you must speak to an actual caseworker.

Lesson Two

- Be resourceful. Sometimes phone systems and/or personnel are not as dependable as we need them to be, especially after hours and on weekends. If, after several attempts, you are unable to reach a live person at Children and Youth, call ChildLine back and explain to them that you have been unable to reach anyone at the local Children and Youth office and that you believe the child may be at risk for harm. ChildLine will be able to research its resource lists to obtain a way to reach someone that can speak to you live.
- Call the authorities. If all else fails and you fear for the safety of any child, or if the timing requires immediate action, you should call law enforcement authorities. In circumstances where you believe a child is in immediate danger, it is best to call law enforcement so that the child's safety can be protected.

Ask: Are you allowed to prevent a child from leaving your place of employment if you fear for their or her safety at home? Why or why not?

Suggested Responses:

- You are **not** permitted to keep a child in your custody. While the CPSL does address protective custody, persons who are not authorized to do so cannot keep a child. Keeping a child who is returning home or to some other location would be unlawful and could be considered kidnapping.
- Although you cannot take a child into protective custody, there are some entities that have the authority to do so or to initiate the process of protective custody. These entities include law enforcement and a physician or medical director of a medical facility. Children and Youth staff may petition a judge for protective custody of a child, but without an order from a judge, even Children and Youth workers are not permitted to remove a child.

Lesson Two

Ask: What would you do in a situation where you were told by a parent of one of your little league players that the parent suspected that their child was abused because the child told them that the babysitter made the child play a secret game and they don't want the babysitter to babysit anymore. The child then began to cry and refused to tell the parent anything else because the child was afraid their dog would be hurt.

Suggested Response:

- Based on the information provided by the parent you have reasonable cause to suspect the child has been abused. The child is known to you through your volunteer capacity with little league. You must report the situation immediately.

Ask: What if the parent gave you the same information about a relative of theirs during the course of your work or volunteering activities?

Suggested Response:

- You would need to make a report of child abuse. Someone has given you information that gives you reasonable cause to suspect child abuse. The child is identifiable through the parent of your little league player.

Lesson Two

Emphasize: Remember, mandated reporters need only have a reasonable cause to suspect child abuse to be obligated to make a report. A mandated reporter only needs to suspect that a child may fit into the legislative definition of an abused child. The county agency is the investigator and becomes responsible for sorting out all the facts and details, which eventually determines the outcome of the case. However, it is a team effort. Children and Youth cannot protect children and help families without the efforts of people in the community.

Ask: Are any of you aware of an in-house procedure at work for reporting abuse? What is it?

Suggested Response:

- Some entities, such as schools, institutions, etc., have an in-house procedure for reporting abuse. Most institutions will have a policy because the CPSL states that someone in an institution, school, facility, or agency is to inform the person in charge or the designated agent of the person in charge that a report of suspected child abuse was made. If you are unsure whether your organization has an in-house policy, check with your supervisor when you return to work.

Trainer note: If a mandated reporter feels uncomfortable making the report by themselves, it is permissible to have the person in-charge sit with the mandated reporter while making the report. However, it is a crime if the person in-charge or anyone else attempts to intimidate or obstruct the mandated reporter from making the report. It is also a crime to retaliate against someone because they made a report of suspected child abuse.

Lesson Two

If the incident occurred in another state, but the child and/or the alleged perpetrator live in Pennsylvania, the mandated reporter should make the report to ChildLine. ChildLine will refer the reports to the county children and youth agency to assure safety of the child, refer information to the other state’s child protective services and/or investigate the suspected child abuse depending on the circumstances.



FIND IT IN THE LAW:

§ 6334. Disposition of complaints received.

(h) Child abuse in another state where the victim child and the alleged perpetrator are residents of the Commonwealth.--A report of suspected child abuse by a resident perpetrator occurring in another state shall be referred by the department to the county agency where the child resides in this Commonwealth and shall be investigated by the county agency as any other report of suspected child abuse by a perpetrator if the other state’s child protective services agency cannot or will not investigate the report.

(i) Child abuse in another state where only the alleged perpetrator is a resident of this Commonwealth.--If suspected child abuse occurs in a jurisdiction other than this Commonwealth and only the alleged perpetrator is a resident of this Commonwealth, the report of suspected child abuse shall be referred to the county agency where the alleged perpetrator resides. The county agency shall do all of the following:

- (1) Notify the children and youth social service agency of the jurisdiction in which the suspected child abuse occurred.
- (2) If requested by the other agency, assist in investigating the suspected child abuse.

(j) Child abuse in another state where only the victim child is a resident of this Commonwealth.--A report of suspected child abuse occurring in another state where only the victim child resides in this Commonwealth and where the other state’s child protective services agency cannot or will not investigate the report shall be assigned as a general protective services report to the county agency where the child resides.

Lesson Two

Show Slide: Report of Suspected Child Abuse

Review the Form:

- After the oral report is made to ChildLine, the mandated reporter must submit a written report within 48 hours to the Department or county CYs agency assigned to the case by using the CY-47 form.
- The CY-47 asks for a lot of information, including identifying information about the family, the circumstances of the abuse, and any other risk factors the reporter may be aware of.
- Many reporters find it helpful to complete the CY-47 prior to making the call to ChildLine, because the folks at ChildLine will ask for the information that is on the form. It also helps you know in advance which pieces of information you may not have, so that you can also convey that to ChildLine clearly.
- All the fields on the form are important. Reporters should provide as many details as they can based on direct knowledge and observations, being as specific as possible. However, it is not uncommon for you to not have all the information that is requested. The information you provide helps the children

Lesson Two

and youth agency make a preliminary assessment about the safety of the child and any other children in the home.

- The names of other household members and their relationship to the abused child should be noted. This is especially important so that Children and Youth may know if there are other children who may be at risk for abuse or neglect. Siblings and other family members may be able to provide information critical to substantiating the abuse.
- It is important to be as specific as possible when describing the injuries or condition of the child. Exact quotes from the child should be provided when possible, and reporters should not make assumptions or elaborate on details. Any physical injuries should be illustrated on the figures located at the bottom of the form.
- Mandated reporters must sign the form and complete the contact information requested, including the date of the report.
- The information on the back of the form will help the caseworker make an assessment of safety and risk.



FIND IT IN THE LAW:

Reporting procedure (23 Pa.C.S. § 6313)

Contents of report -- A written report of suspected child abuse, which may be submitted electronically, shall include the following information, if known:

The names and addresses of the child, the child's parents, and any other person responsible for the child's welfare

Where the suspected abuse occurred

The age and sex of each subject of the report

The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child

The name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual

Family composition

The source of the report

The name, telephone number and e-mail address of the person making the report

The actions taken by the person making the report, including those actions taken under section 6314 (relating to photographs, medical tests and X-rays of child subject to report), 6315 (relating to taking child into protective custody), 6316 (relating to admission to private and public hospitals) or 6317 (relating to mandatory reporting and postmortem investigation of deaths)

Any other information required by Federal law or regulation

Any other information that DHS requires by regulation

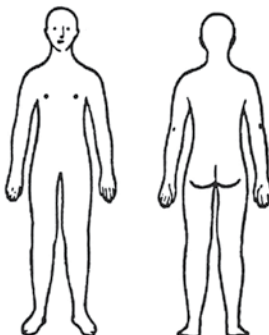
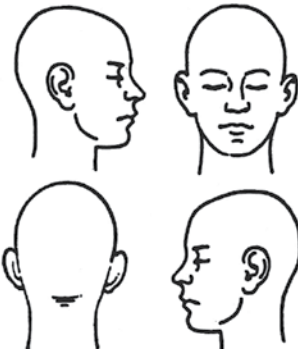
Lesson Two

REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX ☐ M ☐ F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX ☐ M ☐ F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX ☐ M ☐ F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	
NAME (Last, First, Initial)			RELATIONSHIP TO CHILD	
A.			D.	
B.			E.	
C.			F.	
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	

		
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CY 47 12/14

Lesson Two

7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:			
☐ NOTIFICATION OF CORONER OR MEDICAL EXAMINER	☐ X-RAYS	☐ PHOTOGRAPHS	☐ HOSPITALIZATION
☐ POLICE NOTIFIED	☐ MEDICAL TEST(S)	☐ TAKEN INTO PROTECTIVE CUSTODY	☐ OTHER (Specify)
8. SAFETY CONCERNS AND RISK FACTORS:			
A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS. SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS.			☐ INFORMATION UNKNOWN
B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD?			☐ INFORMATION UNKNOWN
C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN).			☐ INFORMATION UNKNOWN
D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED?			☐ INFORMATION UNKNOWN
E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY.			☐ INFORMATION UNKNOWN
INSTRUCTIONS TO MANDATED PERSONS: A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.			
NOTE: If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.			
REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

Lesson Two

Ask: Why do you think they require contact information for mandated reporters?

Suggested Response:

- Mandated reports need to provide their name and contact information to document that they did make a report as required by law when they suspect child abuse. The law requires that the mandated reporter identify themselves and where they can be reached. This information is helpful so that if clarification on the situation or additional information is needed, the Children & Youth caseworker can contact the reporter²²

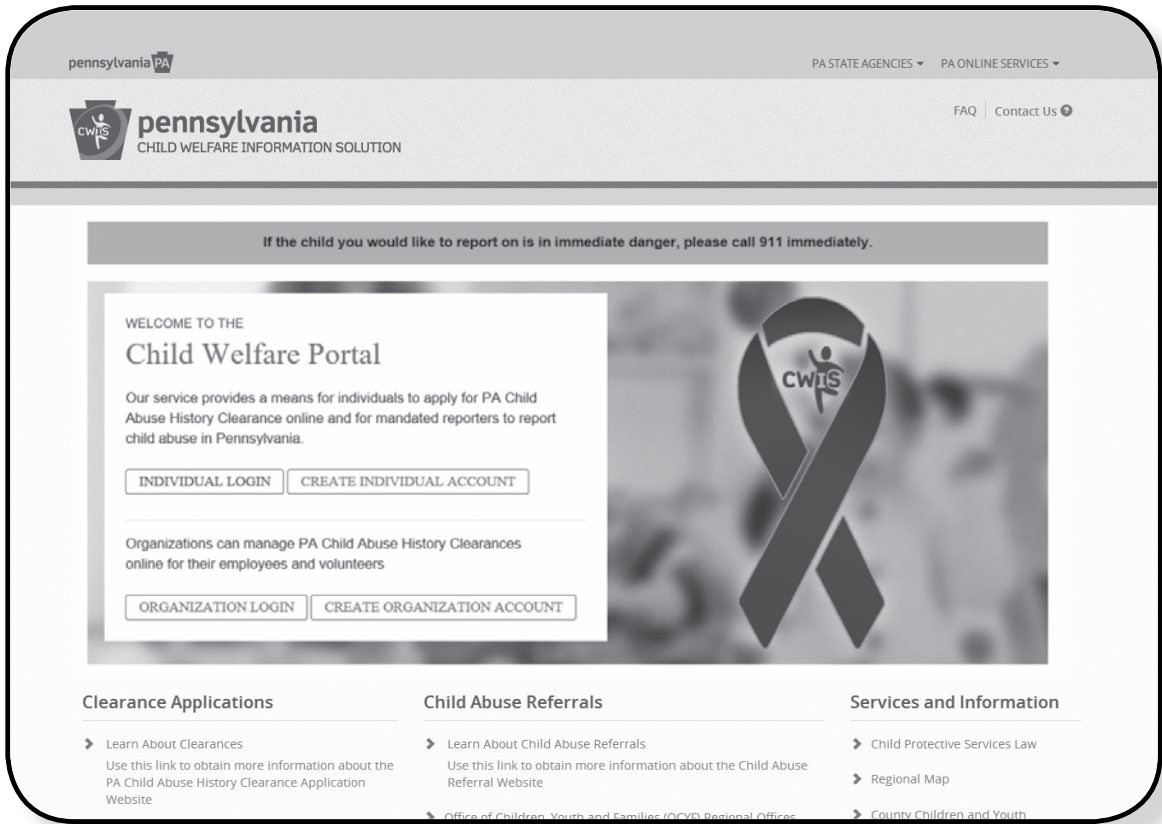
Present: The CY-47 must be sent within 48 hours to the appropriate Children and Youth office with any photos, x-rays, or test results, as appropriate, in the county in which the abuse was alleged to have occurred.

Even if a mandated reporter fails to submit a CY-47, Children and Youth will proceed with the investigation. However, mandated reporters have a legal obligation to complete and submit the form. In addition, it can provide very helpful information to the county agency.

Confirmation of reports – A confirmation by DHS of the receipt of a report of suspected child abuse submitted electronically shall relieve the person making the report of making an additional oral/verbal or written report of suspected child abuse, subject to section 6313 (relating to reporting procedure).

Lesson Two

Show Slide: Electronic Reporting



Present:

The Office of Children, Youth, and Families has developed a self-service portal for mandated reporters to submit child abuse reports electronically to ChildLine. First time users will need to establish an individual user account, which will securely store saved and submitted reports for you to refer back to.

Lesson Two

The self-service portal is designed in the same format as the enhanced CY-47 and will guide you through entering information in the same manner as the paper version. Should you have questions, the portal has help text, FAQs, and other links to assist you. Once all your information is entered, you will be requested to electronically sign the report and submit it to ChildLine. You will receive a report ID and confirmation email that the report was submitted. If you only saved the report, the portal is designed to send reminder emails that you have a saved report that was not submitted to ChildLine. Submitting reports electronically eliminates the need to call and verbally report to ChildLine.

The self-service portal also allows individuals with an established user account to apply for a child abuse history clearance. The portal supports submitting an application, making a payment electronically, and receiving your results. The portal will securely store applications and results up to 30 months. The portal eliminates the need to send a paper application to ChildLine and waiting 4-6 weeks for results.

To submit a child abuse report or clearance application electronically, go to www.compass.state.pa.us/cwis.

Lesson Two

Ask: Although mandated reporters are **not** investigators, under the law they are able to gather certain evidence. What is that evidence?

Suggested Responses:

- Photographs – The CPSL does not prohibit mandated reporters from taking photographs of the child’s injuries, however this is most often done by those in the medical field.

X-rays and other medical tests – In addition to taking photographs, medical personnel may also take x-rays. When clinically indicated, other medical tests may also be completed, even without the parents’ consent.

This section of the CPSL is § 6314. Photographs, medical tests and X-rays of child subject to report.

A person or official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child. Medical summaries or reports of the photographs, X-rays and relevant medical tests taken shall be sent to the county agency at the time the written report is sent or within 48 hours after a report is made by electronic technologies or as soon thereafter as possible. The county agency shall have access to actual photographs or duplicates and X-rays and may obtain them or duplicates of them upon request. Medical summaries or reports of the photographs, X-rays and relevant medical tests shall be made available to law enforcement officials in the course of investigating cases pursuant to section 6340(a)(9) or (10) (relating to release of information in confidential reports). (Dec. 16, 1994, P.L.1292, No.151, eff. July 1, 1995; Apr. 15, 2014, P.L.417, No.33, eff. Dec. 31, 2014)

Ask: What benefit could photographs and X-rays have to the investigation?

Suggested Response:

- Once an investigation begins, the alleged perpetrator may act in ways that could impede the investigation, including keeping the child away from Children and Youth investigators. Bruises and cuts fade, and with enough time, some physical indicators of abuse will disappear. Documentation provides Children and Youth with evidence that is time sensitive and could be instrumental to the investigation.

Lesson Two

Show Slide: Plan of Supervision

Plan of Supervision - §6368

Schools and Child Care Services

- Upon notification, the school or child-care service shall immediately implement a plan of supervision or alternative arrangement for the individual under investigation.
- The plan of supervision or alternative arrangement shall be approved by the county agency and kept on file with the agency until the investigation is completed.
- You do not need to know if a plan of supervision is needed when you make the report, but please provide the alleged perpetrator’s place of employment (if known) when you file the report so proper notification can be made.

CPSL § 6368. Investigation of Reports:

Upon notification that an investigation involves suspected child abuse by a school or child-care service employee, including, but not limited to, a service provider, independent contractor or administrator, the school or child-care service shall immediately implement a plan of supervision or alternative arrangement for the individual under investigation to ensure the safety of the child and other children who are in the care of the school or child-care service.

The plan must be approved by the county children and youth agency. The agency will keep the plan on file until the investigation is concluded. The plan of supervision could include closely supervised contact reassignment of duties to avoid contact with children or suspension.

§ 6303. Definitions.

“Child-care services.” Includes any of the following:

- (1) Child day-care centers.
- (2) Group day-care homes.
- (3) Family child-care homes.
- (4) Foster homes.
- (5) Adoptive parents.

Lesson Two

- (6) Boarding homes for children.
- (7) Juvenile detention center services or programs for delinquent or dependent children.
- (8) Mental health services for children.
- (9) Services for children with intellectual disabilities.
- (10) Early intervention services for children.
- (11) Drug and alcohol services for children.
- (12) Day-care services or programs that are offered by a school.
- (13) Other child-care services that are provided by or subject to approval, licensure, registration or certification by the department or a county social services agency or that are provided pursuant to a contract with the department or a county social services agency

Trainer note: This requirement covers cases where the victim child is not served by the child-care service or school. For example, a day care would need a plan of supervision when one of the staff is alleged to have abused their own child.

Lesson Two

Plans of Safe Care

A health care provider shall immediately give notice or cause notice to be given to the Department if the provider is involved in the delivery or care of a child under one year of age and the health care provider has determined, based on standards of professional practice, the child was born affected by:

- Substance use or withdrawal symptoms resulting from prenatal drug exposure; or
- A Fetal Alcohol Spectrum Disorder.

Notification to the Department can be made to ChildLine, electronically through the Child Welfare Portal or at 1-800-932-0313.

This notification is for the purpose of assessing a child and the child’s family for a Plan of Safe Care and shall not constitute a child abuse report.

More information about Pennsylvania’s Plan of Safe Care can be found at: <http://www.keepkidssafe.pa.gov/resources/PlansSafeCare/index.htm>. What follows below is for your reference to answer any additional questions participants may have.

The federal Child Abuse Prevention and Treatment Act (CAPTA) authorizes funding for state grants when a state has “policies and procedures” ensuring that health care providers refer infants that are identified as affected by substance abuse, experience withdrawal symptoms or have Fetal Alcohol Spectrum Disorders in order for a multidisciplinary team of professionals to develop a Plan of Safe Care addressing “the health and substance use disorder treatment needs of the infant and affected family or caregiver”. Act 54 of 2018 updates Pennsylvania law (23 Pa. C.S. § 6386), consistent with CAPTA, to require health care professionals, including those involved in the delivery or care of an infant or encountering an infant up to age one outside a hospital setting, to notify the Pennsylvania DHS so that a Plan of Safe Care can be developed. State law stipulates that this notification by health care providers “shall not constitute a child abuse report”.

Lesson Two

Supplementary Definitions:

Health care provider – a licensed hospital or health care facility or person who is licensed, certified or otherwise regulated to provide health care services under the laws of this Commonwealth, including a physician, podiatrist, optometrist, psychologist, physical therapist, certified nurse practitioner, registered nurse, nurse midwife, physician’s assistant, chiropractor, dentist, pharmacist or an individual accredited or certified to provide behavioral health services.

Department – The Department of Human Services of the Commonwealth

Plan of Safe Care

After notification of a child born affected by substance use or withdrawal symptoms resulting from prenatal drug exposure or a fetal alcohol spectrum disorder:

- A multidisciplinary team meeting must be held prior to the child’s discharge from the health care facility.
- The meeting will inform an assessment of the needs of the child and the child’s parents and immediate caregivers to determine the most appropriate lead agency for developing, implementing, and monitoring a Plan of Safe Care.
- The child’s parents and immediate caregivers must be engaged to identify the need for access to treatment for any substance use disorder or other physical or behavioral health condition that may impact the safety, early childhood development and well-being of the child.
- Depending upon the needs of the child and parent(s)/caregiver(s), ongoing involvement of the county agency may not be required.

Supplementary Definition:

Multidisciplinary Team– for the purpose of informing the Plan of Safe Care may include:

Public health agencies;
Maternal and child health agencies;
Home visitation programs;
Substance use disorder prevention and treatment providers;
Mental Health providers;
Public and private children and youth agencies;
Early intervention and developmental services;
Courts;
Local education agencies
Managed care organizations and private insurers; and
Hospitals and medical providers.

Lesson Two

Show Slide: Protections for Mandated Reporters

Protections for Mandated Reporters

- Immunity from civil or criminal liability, if you
 - Make a report
 - Cooperate with an investigation
 - Testify in proceedings, if necessary
 - Take photographs, medical tests, and X-rays of child
 - Admission to private and public hospitals
 - Postmortem investigations of deaths
- Departmental and county agency immunity
- Presumption of good faith
- Remove a child in accordance with the law
- Confidentiality

Discuss: Several protections are in place to safeguard individuals who report child abuse. The law presumes that a reporter is acting in good faith.

- Immunity from civil or criminal liability – Anyone who reports suspected child abuse and who does so in good faith is protected from civil or criminal liability. Even if the report is unfounded, an alleged perpetrator will not be able to successfully sue you because of the protections that the law provides. As long as you make the report and cooperate with the investigation, you will be protected.
- Taking photographs, medical tests and X-rays: Medical summaries or reports of the photographs, X-rays and relevant medical tests taken shall be sent to the county agency at the time the written report is sent or within 48 hours after a report is made by electronic technologies or as soon thereafter as possible.

Lesson Two



FIND IT IN THE LAW:

Immunity from liability (23 Pa.C.S. § 6318)

General rule – A person, hospital, institution, school, facility, agency, or agency employee acting in good faith shall have immunity from civil and criminal liability that might otherwise result from any of the following:

- Making a report of suspected child abuse or making a referral for general protective services, regardless of whether the report is required to be made under the PA CPSL.
- Cooperating or consulting with an investigation under the PA CPSL, including providing information to a child fatality or near-fatality review team.
- Testifying in a proceeding arising out of an instance of suspected child abuse or general protective services.
- Engaging in any action authorized under 23 Pa.C.S. § 6314 (relating to photographs, medical tests and X-rays of child subject to report), § 6315 (relating to taking child into protective custody), § 6316 (relating to admission to private and public hospitals), or § 6317 (relating to mandatory reporting and postmortem investigation of deaths).
- Departmental and county agency immunity – An official or employee of DHS or county agency who refers a report of suspected child abuse for general protective services to law enforcement authorities or provides services as authorized by the PA CPSL shall have immunity from civil and criminal liability that might otherwise result from the action.

- Presumption of good faith – For the purpose of any civil or criminal proceeding, the good faith of a person required to report suspected child abuse and of any person required to make a referral to law enforcement officers under the PA CPSL shall be presumed.



FIND IT IN THE LAW:

- Admission to private and public hospitals:
§ 6316. Admission to private and public hospitals.
- (a) General rule.--Children appearing to suffer any physical or mental condition which may constitute child abuse shall be admitted to, treated and maintained in facilities of private and public hospitals on the basis of medical need and shall not be refused or deprived in any way of proper medical treatment and care.
- (a.1) Newborns.--A newborn taken into protective custody pursuant to section 6315(a)(3) or (5) (relating to taking child into protective custody) shall be admitted to, treated and maintained in facilities of public and private hospitals on the basis of medical need and shall not be refused or deprived in any way of proper medical treatment and care. Once a newborn is taken into protective custody pursuant to section 6315(a)(3) or (5), the newborn shall be considered immediately eligible for Medicaid for payment of medical services provided. Until other

(continued)

Lesson Two



FIND IT IN THE LAW (continued):

wise provided by court order, the county agency shall assume the responsibility for making decisions regarding the newborn's medical care.

(b) Failure of hospital to admit child or newborn.--The failure of a hospital to admit and properly treat and care for a child pursuant to subsection (a) or (a.1) shall be cause for the department to order immediate admittance, treatment and care by the hospital which shall be enforceable, if necessary, by the prompt institution of a civil action by the department. The child, through an attorney, shall also have the additional and independent right to seek immediate injunctive relief and institute an appropriate civil action for damages against the hospital.

- Postmortem investigation of deaths:
A person or official required to report cases of suspected child abuse, including employees of a county agency, who has reasonable cause to suspect that a child died as a result of child abuse shall report that suspicion to the appropriate coroner or medical examiner. The coroner or medical examiner shall accept the report for investigation and shall report his finding to the police, the district attorney, the appropriate county agency and, if the report is made by a hospital, the hospital.



FIND IT IN THE LAW:

Confidentiality of reports (23 Pa.C.S. § 6339) -- Except as otherwise provided in subchapter C of the PA CPSL (relating to powers and duties of department) or by the Pennsylvania Rules of Juvenile Court Procedure, reports made pursuant to the PA CPSL – including, but not limited to, report summaries of child abuse and reports made pursuant to section 6313 (relating to reporting procedure) as well as any other information obtained, reports written, or photographs or X-rays taken concerning alleged instances of child abuse in the possession of DHS or a county agency – shall be confidential.

Protecting identity – Except for reports under section 6340(a)(9) and (10) of the PA CPSL and in response to a law enforcement official investigating allegations of false reports under 18 Pa.C.S. § 4906.1 (relating to false reports of child abuse), the release of data by DHS, county, institution, school, facility, or agency or designated agent of the person in charge that would identify the person who made a report of suspected child abuse or who cooperated in a subsequent investigation is prohibited. Law enforcement officials shall treat all reporting sources as confidential informants.

Lesson Two

- Confidentiality – The name of the referral source is kept confidential and is not released to family or most other people. Obviously, the Children and Youth worker will have your name from the CY-47 or your electronic report, but they will not share that information with anyone, with the exception of law enforcement. If a report meets the criteria for referral to law enforcement officials, then the name of the mandated reporter along with other case details will be shared. However, the mandated reporter is treated as a confidential informant. The CPSL prohibits the release of information that would identify the mandated reporter by DHS, the county children and youth agency, the mandated reporter’s organization or the designee. This also applies to releasing identifying information of the person who cooperates with the investigation. Even in situations where you are required to testify, your identity as the mandated reporter is not revealed. Information that is shared with a defense attorney, such as a copy of the CY-47, would have all details pertaining to the mandated reporter’s identity redacted.



FIND IT IN THE LAW:

§ 6340. Release of information in confidential reports.

(c) Protecting identity.--Except for reports under subsection (a)(9) and (10) and in response to a law enforcement official investigating allegations of false reports under 18 Pa.C.S. § 4906.1 (relating to false reports of child abuse), the release of data by the department, county, institution, school, facility or agency or designated agent of the person in charge that would identify the person who made a report of suspected child abuse or who cooperated in a subsequent investigation is prohibited. Law enforcement officials shall treat all reporting sources as confidential informants.

Taking a Child into Protective Custody

Only the following can take a child into Protective Custody

- Physician or the medical director
- Court Order allowing County CYs to place child into protective custody
- Police Officer
- Emergency Services Provider
- Health Care Provider at Urgent Care Center

Only certain individuals are permitted by law to take protective custody of a child, if the child is believed to be in immediate danger. Those individuals

Lesson Two

include police officers, physicians, medical directors, emergency services providers, and health care providers at urgent care centers. Children and Youth workers must petition for a court order in order to obtain custody of an abused child.



FIND IT IN THE LAW:

- Remove a child in accordance with the law:

§ 6315. Taking child into protective custody.

(a) General rule.--A child may be taken into protective custody:

(1) As provided by 42 Pa.C.S. § 6324 (relating to taking into custody).

(2) By a physician examining or treating the child or by the director, or a person specifically designated in writing by the director, of any hospital or other medical institution where the child is being treated if protective custody is immediately necessary to protect the child under this chapter.

(3) By a physician or the director, or a person specifically designated by the director, of a hospital pursuant to Chapter 65 (relating to newborn protection) if the child is a newborn.

(4) Subject to this section and after receipt of a court order, the county agency shall take a child into protective custody for protection from abuse. No county agency worker may take custody of the child without judicial authorization based on the merits of the situation.

(5) By a police officer at a police station under Chapter 65.

(6) By an emergency services provider on the grounds of an entity that employs or otherwise provides access to the emergency services provider under Chapter 65.

(7) By a health care provider as defined in section 6502 (relating to definitions) at an urgent care center under Chapter 65.

Protection from Employment Discrimination

A person may commence an action for appropriate relief if all of the following apply:

- The person is required or encouraged to report suspected child abuse
- The person acted in good faith in making or causing the report of suspected child abuse to be made
- As a result of making the report of suspected child abuse, the person is discharged from employment or is discriminated against with respect to compensation, hire, tenure, terms, conditions, or privileges of employment

This does not apply to perpetrators in the report or those that failed to make a report of suspected child abuse as required by law.

Lesson Two

Anyone who is mandated to report child abuse and who does so in good faith is also protected from discrimination in regard to discharge from employment, compensation, hire, tenure, terms, conditions, or privileges of employment. If such discrimination occurs, the person may start an action in the county court of common pleas for appropriate relief. If the court finds that discharge or discrimination occurred, it may issue an order granting appropriate relief, including, but not limited to, reinstatement with back pay. The protections do not apply if the perpetrator makes the report of suspected child abuse or if the mandated reporter fails to make a report.



FIND IT IN THE LAW:

Protection from employment discrimination (23 Pa.C.S. § 6320)

Basis for relief – A person may commence an action for appropriate relief if all of the following apply:

The person is required to report suspected child abuse under section 6311 (relating to persons required to report suspected child abuse) or encouraged to report suspected child abuse under section 6312 (relating to persons encouraged to report suspected child abuse).

The person acted in good faith in making or causing the report of suspected child abuse to be made.

As a result of making the report of suspected child abuse, the person is discharged from employment or is discriminated against with respect to compensation, hire, tenure, terms, conditions, or privileges of employment.

Applicability – This section does not apply to an individual making a report of suspected child abuse who is found to be a perpetrator because of the report or to any individual who fails to make a report of suspected child abuse as required under section 6311 (relating to persons required to report suspected child abuse) and is subject to conviction under section 6319 (relating to penalties) for failure to report or to refer.

Privileged Communications

Privileged communications between a mandated reporter and a patient or client of the mandated report does not:

- Apply to a situation involving child abuse
- Relieve the mandated reporter of the duty to make a report of suspected child abuse.

Note: This general rule applies, except for situations that fall into the definition of confidential communications.

Lesson Two

Confidential Communications

- Confidential Communications made to a member of the clergy are protected under 42 Pa.C.S. § 5943 (relating to confidential communications to clergymen).
- Confidential communications made to an attorney are protected so long as they are within the scope of 42 Pa.C.S. §§ 5916 (relating to confidential communications to attorney) and 5928 (relating to confidential communications to attorney), the attorney work product doctrine or the rules of professional conduct for attorneys.

The only privileged communications which are exceptions to being mandated to report child abuse are the confidential communications made to members of the clergy and to an attorney, as those confidential communications are defined in 42 Pa.C.S. § 5943 (relating to confidential communications to clergymen), §§ 5916 (relating to confidential communications to attorney) and 5928 (relating to confidential communications to attorney), or the attorney work product doctrine or the rules of professional conduct for attorneys.

42 Pa.C.S. § 5943. Confidential communications to clergymen.

No clergyman, priest, rabbi or minister of the gospel of any regularly established church or religious organization, except clergymen or ministers, who are self-ordained or who are members of religious organizations in which members other than the leader thereof are deemed clergymen or ministers, who while in the course of his duties has acquired information from any person secretly and in confidence shall be compelled, or allowed without consent of such person, to disclose that information in any legal proceeding, trial or investigation before any government unit.

§ 42 Pa.C.S. § 5916. Confidential communications to attorney.

In a criminal proceeding counsel shall not be competent or permitted to testify to confidential communications made to him by his client, nor shall the client be compelled to disclose the same, unless in either case this privilege is waived upon the trial by the client.

Lesson Two

42 Pa.C.S. § 5928 Confidential communications to attorney.

§ In a civil matter counsel shall not be competent or permitted to testify to confidential communications made to him by his client, nor shall the client be compelled to disclose the same, unless in either case this privilege is waived upon the trial by the client.

Show Slide: Failing To Report

Failing to Report

A person who is required to report abuse who willfully fails to do so commits:

3rd Degree Felony	Suspected continued abuse of child or contact with other children
3rd Degree Felony	Abuse is 1st degree felony or higher and direct knowledge
3rd Degree Felony	Subsequent Failures
2nd Degree Felony	Continued abuse of child and the abuse is a 1st degree felony
2nd Degree Felony	Subsequent failures & abuse is 1st degree felony or higher
2nd Degree Misdemeanor	An offense not otherwise specified above

Discuss: A mandated reporter who willfully fails to report child abuse is subject to liability under the law.

- A second-degree misdemeanor carries a penalty of up to two years in jail and a fine up to \$5,000.
- Felony of the third-degree carries a penalty of up to seven years in prison and a fine up to \$15,000.

Lesson Two



FIND IT IN THE LAW:

Penalties (23 Pa.C.S. § 6319)

Failure to report or refer –

A person or official required by the PA CPSL to report a case of suspected child abuse or to make a referral to the appropriate authorities commits an offense if the person or official willfully fails to do so.

An offense under this section is a felony of the third degree if:
the person or official willfully fails to report;
the child abuse constitutes a felony of the first degree or higher; and
the person or official has direct knowledge of the nature of the abuse.

An offense not otherwise specified above is a misdemeanor of the second degree.

A report of suspected child abuse to law enforcement or the appropriate county agency by a mandated reporter, made in lieu of a report to DHS, shall not constitute an offense under this subsection, provided that the report was made in a good faith effort to comply with the requirements of the PA CPSL.

Continuing course of action – If a person’s willful failure to report an individual suspected of child abuse continues while the person knows or has reasonable cause to suspect a child is being subjected to child abuse by the same individual, or while the person knows or has reasonable cause to suspect that the same individual continues to have direct contact with children through the individual’s employment, program, activity, or service, the person commits a felony of the third degree...except that, if the child abuse constitutes a felony of the first degree or higher, the person commits a felony of the second degree.

Multiple offenses – A person who, at the time of sentencing for an offense under this section, has been convicted of a prior offense under this section commits a felony of the third degree...except that, if the child abuse constitutes a felony of the first degree or higher, the penalty for the second or subsequent offenses is a felony of the second degree.

Statute of limitations – The statute of limitations for an offense under this section shall be either the statute of limitations for the crime committed against the minor child or five years, whichever is greater.

Lesson Two

Additional penalties for failure to report

- Felony of the third-degree if the child abuse is a first degree felony or higher and the person has direct knowledge of the abuse. Examples of first degree felony crimes are rape, involuntary deviate sexual assault and aggravated assault of a child under age 13 by an adult.
- Third-degree felony if the person has a reasonable cause to suspect a child is being subjected to child abuse by the same individual, or while knowing or suspecting that same individual has direct contact with children through employment, program, activity, or service.
- Multiple offenses where the child abuse is a first degree felony or higher are graded as a felony of the second-degree (10 years and \$25,000 fine).
- More severe or ongoing abuse for the child results in a higher penalty for a willful failure to report abuse.
- Such charges also apply when a person fails to cooperate with the county Children and Youth agency investigating a report of suspected child abuse, or when assessing safety or risk.

Present: In addition to fines and imprisonment, a mandated reporter who fails to report also puts their job, reputation, and, where applicable, their license, at risk. The worst consequence, however, is that a child continues to be at risk for harm.

In addition to penalties for willful failure to report, knowingly making a false report of child abuse is also graded as a second-degree misdemeanor. A false report is one in which the reporter knows that the information they are providing is not truthful. This is not same as the reporter receiving inaccurate information.

Transition: Now that we have taken a look at the reporting process, let us test our knowledge by doing a short activity.

Lesson Two

Activity: Recognizing and Reporting Child Abuse

Recognizing and Reporting Child Abuse

Instructions:

- Read each item and circle the correct answer

Trainer Instructions:

Refer participants to the Participant’s Guide.

Instruct participants:

1. Read each item and circle the correct answer.
2. Provide a rationale for your response.
3. You will have five minutes to complete this activity.

Monitor the participants during the activity. Provide them with notice when there is one minute remaining.

Lesson Two

Debrief the activity by discussing each statement and the correct response for each.

1. Anyone can make a report of suspected child abuse.

True. Anyone can be a reporter.

2. A mandated reporter who is told that a neighbor is abusing their child must make a report to ChildLine immediately.

True. Someone has disclosed abuse about a child who is identifiable. The mandated reporter must report this suspected abuse immediately.

3. Mandated reporters are required to take photographs.

False. The law protects mandated reporters from civil and criminal liability if they photograph a child's injury but the law does not require a photograph to be taken by the mandated reporter.

4. If the report is made to ChildLine and the mandated reporter has informed the person in charge via telephone there are no other actions for the mandated reporter to take.

False. A report made to ChildLine via the telephone requires that a written report be made using a CY-47.

Lesson Two

5. A CY-47 only needs to be submitted if you are able to complete the entire form.

False. The CY-47 should be completed as much as possible and then submitted within 48 hours.

6. An eight-year-old girl in your class is sitting off to the side during play time. When you ask her why she is not playing with the other children, she replies, "It hurts." You ask her to explain, and she turns around. There are several small areas where blood has soaked through the back of her shirt, and it appears that several parts of her shirt are stuck to her skin. As she begins to lift the back of her shirt a few inches, you see many rectangular bruises and several areas where the skin has been broken and is seeping or bloody. As a mandated reporter, you must report to ChildLine immediately.

True. This is a case of suspected bodily injury due to the substantial pain and impairment and must be reported immediately.

7. If the report of suspected child abuse is made electronically, the mandated reporter informs the person in charge and then takes no further action.

True. If the child abuse report is made via telephone to ChildLine then it must be followed up with a written report. If the report is made using the self-service portal then no other action is required from the mandated reporter.

Lesson Two

8. A mandated reporter must be absolutely sure abuse has occurred before making a report to ChildLine.

False. A mandated reporter must only have reasonable suspicion that abuse has occurred in order to report. Once a level of reasonable suspicion has been reached, it is not necessary or recommended for the mandated reporter to examine the situation any further.

9. Penalties for willful failure to report child abuse could include fines and/or imprisonment.

True. The first offense for willful failure to report is punishable by up to \$5,000 in fines and/or up to two years in jail. Penalties are increased for second and subsequent offenses, if the abuse to the child continues and if the abuse to the child constitutes a felony offense.

10. As a mandated reporter, you may keep a child at your place of employment if you believe the child will be in danger if they return home.

False. Only the physician or medical director examining or treating the child or newborn, a police officer, or emergency services provider can take protective custody of a child. If you feel this is necessary, you should contact law enforcement. Children and Youth workers must obtain a court order if they feel protective custody of a child is necessary for the child’s safety. Keeping a child without proper authorization is illegal. see § 6315. Taking child into protective custody to find it in the law.

Lesson Two

Transition: Remember, to report child abuse, you need only suspect that abuse has occurred. Absolute certainty is not necessary. Now that we have talked about what it means to be a mandated reporter, let us take a look at how the law defines child abuse. By understanding the details of the law and the standards that it sets, professionals can better understand why circumstances evolve the way that they do and why, sometimes, the end result is not what they expected.

Lesson Three

Defining Child Abuse

Presentation time: 45 minutes

Introduce the lesson. This lesson will provide you with information about all the elements of child abuse as defined by the CPSL.

Present: One of the critical components to better reporting of child maltreatment is knowledge about how the law defines child abuse. Understanding the definition of child abuse and its categories also helps professionals filter out those situations that would be more appropriate as a GPS referral.

Objectives of Lesson Three

Participants will:

- Identify the elements of child abuse
- Identify the categories of perpetrators
- Describe exclusions to child abuse
- Name the categories of child abuse
- Recognize indicators of child abuse

Review objectives of the lesson.

Transition: It is important once again to emphasize that you are not being given the responsibility of being an investigator. Although this lesson will help you better understand the standards by which child abuse is defined in the Commonwealth, it is not necessary for you to be 100 percent sure that abuse has occurred. You only need to reach a reasonable level of suspicion to report.

Lesson Three

Show Slide: Elements of Child Abuse

Components of Child Abuse

- Child
- Perpetrator
- Act or Failure to Act
- Intentionally, knowingly, or recklessly

Discuss: The CPSL’s definition of “child abuse” recognizes four key components of child abuse. While the words on the slide are common words, how they are defined under the CPSL is quite specific.

- Child – Any individual who has not yet reached his or her 18th birthday is considered a child and protected under the CPSL. However, reports may be conveyed to the county Children and Youth and ChildLine until the age of 20 for situations of abuse that occurred prior to the child reaching age 18.
- Perpetrator – There are two types of perpetrators defined under the CPSL – those who commit the abuse and those who fail to act. The categories specifically outline who is and who is not a perpetrator under the CPSL.
- Act or failure to act; Recent act; Recent act or failure to act; or A series of acts or failures to act– The law considers both commissions and omissions that would harm or potentially harm a child.
 - *Act:* Something that is done to harm or cause potential harm to a child
 - *Failure to act:* Something that is NOT done to prevent harm or potential harm to a child
 - *Recent act:* Any act committed within two (2) years of the date of the report to DHS or county agency
 - *Recent act or failure to act:* Any act or failure to act committed within two (2) years of the date of the report to DHS or county agency

Lesson Three

- **Intentionally, Knowingly, or Recklessly:**
 - *Intentionally:* Done with the direct purpose of causing the type of harm that resulted.
 - *Knowingly:* Awareness that harm is practically certain to result.
 - *Recklessly:* Conscious disregard of substantial and unjustifiable risk

Transition: Now, let us take a look a the definition of perpetrator.

Show Slide: Perpetrators

Perpetrators – Acts of Abuse

- Parent of the child
- Persons responsible for a child’s welfare
- Individuals residing in the same home as the child
- Paramour (and former) of the child’s parent
- Spouse (and former) of the child’s parent
- Relatives
- Individuals engaging a child in severe forms of trafficking in persons or sex trafficking

Lesson Three

Discuss: There are seven categories outlined in the CPSL that define who perpetrators of child abuse can be. Nothing under the PA CPSL requires a person who has reasonable cause to suspect a child is a victim of child abuse to identify the person responsible for the child abuse in order to make a report of suspected child abuse.

- Parent of the child – A parent may be a biological parent, adoptive parent, stepparent, or legal guardian.
- Persons responsible for a child’s welfare – This category includes individuals 14 years of age or older who provide permanent or temporary care, supervision, mental health diagnosis or treatment, training, or control of a child in lieu of parental care, supervision, and control. The term also includes individuals who have direct contact with children as an employee of child care services, a school, or through a program, activity or service sponsored by a school or public/private organization in which children participant. Included in this category are babysitters, daycare providers, residential care staff, foster parents and school employees, coaches, youth group leaders and scout leaders.
- Individuals residing in the same home as the child – Household members in the child’s home must be at least 14 years of age to be considered a perpetrator.
- Paramour of the child’s parent – This category refers to an individual who is engaged in an ongoing intimate relationship with a parent of the child, but is not married to the parent. It is not necessary for this significant other to live with the parent to qualify as a perpetrator. This category also includes former paramour.
- Spouse of the parent – This includes former spouses.
- Relatives – Persons 18 years of age or older related to child within the third degree by blood, marriage or adoption. Relatives to the third degree include parents, siblings, grandparents, great grandparents, aunts, uncles, nephews and nieces.
- Individuals engaging a child in severe forms of trafficking in persons or sex trafficking – Persons 18 years of age or older who engage a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000.

Lesson Three

Show Slide: Failure to Act

Perpetrators – Failure to Act

- Parent
- Paramour (former) of the child’s parent
- Spouse (former) of the child’s parent
- Person responsible for the child’s welfare 18+
- Household Member 18+

Discuss: The Child Protective Services Law provides that only adults are accountable for failing to protect children from abuse. The one exception is if the child’s parent is a minor. A sixteen-year-old parent could be considered a perpetrator for failing to protect. The Law makes a distinction between those who are responsible to protect children and those who may be providing supervision. In other words, children should not be responsible for protecting other children from abuse. A fifteen-year-old sibling may be considered a perpetrator by committing abuse. However, the 15-year-old sibling will not be held to the same level as a parent when it comes to protecting a child from abuse.

Ask: As you look at the different categories, which perpetrators do you think make up the vast majority of child abusers?

Suggested Responses:

- Individuals who have a parental relationship with a child make up the largest category of child abusers, per the PA DHS Annual Child Abuse Report.
- The next largest category is those persons responsible for a child’s welfare, such as babysitters, followed by paramours of the parent. Other family members, however, is the next largest subset of abusers after parents.

Discuss the responses. The DHS Annual Child Abuse Reports for the past 10 years (2013-2023) show that the most frequent substantiated perpetrators are those in parental or caregiving roles. These are people that the children trust for their care and well-being.

Lesson Three

Present: It is important to understand that you are not responsible for determining which category an alleged abuser fits into. In fact, if you suspect that a child has been abused, you must report it regardless of whether the abuser fits the CPSL’s definition of a perpetrator. Investigators from Children and Youth will sort out the details during the investigation.

Trainer note: As noted in Lesson 2 the Child Protective Services Law expressly states that the mandated reporter does not need to be able to identify the perpetrator of the alleged abuse. It is not necessary to know if the perpetrator fits the definition under the Child Protective Services Law. If the mandated reporter or volunteer obtains knowledge that gives them reasonable cause to suspect that a child has been abused, the report must be made.



FIND IT IN THE LAW:

- § 6303. Definitions.
- “Perpetrator.” A person who has committed child abuse as defined in this section. The following shall apply:
- (1) The term includes only the following:
 - (i) A parent of the child.
 - (ii) A spouse or former spouse of the child’s parent.
 - (iii) A paramour or former paramour of the child’s parent.
 - (iv) A person 14 years of age or older and responsible for the child’s welfare or having direct contact with children as an employee of child-care services, a school or through a program, activity or service.
 - (v) An individual 14 years of age or older who resides in the same home as the child.
 - (vi) An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.
 - (vii) An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).
 - (2) Only the following may be considered a perpetrator for failing to act, as provided in this section:
 - (i) A parent of the child.
 - (ii) A spouse or former spouse of the child’s parent.
 - (iii) A paramour or former paramour of the child’s parent.
 - (iv) A person 18 years of age or older and responsible for the child’s welfare.
 - (v) A person 18 years of age or older who resides in the same home as the child.

Lesson Three

Show Slide: Exclusions to Child Abuse

Exclusions to Child Abuse

- Culpability
- Environmental Factors
- Religious Beliefs
- Ensuring Safety
- Rights of Parents
- Participation in Events that involve physical contact with child
- Child-on-child contact
- Defensive Force

Discuss: There are some situations where, as an investigation proceeds, an incident of suspected abuse would be determined to be an exclusion to child abuse. Nothing in the PA CPSL requires a person who has reasonable cause to suspect a child is a victim of child abuse to consider the exclusions from child abuse before making a report of suspected child abuse.

The exclusions from child abuse are considered/determined by DHS or the investigating agency after receipt of a referral/report. This information is provided so that you can gain a better understanding of why a report of suspected child abuse might not be determined to be abuse.

- Restatement of culpability – Conduct that causes injury or harm to a child or creates a risk of injury or harm to a child shall not be considered child abuse if there is no evidence that the person acted intentionally, knowingly or recklessly when causing the injury or harm to the child or creating a risk of injury or harm to the child. In other words, the person should have known the risk, was aware a risk existed or set out to harm or put the child at risk of harm. This would not include injuries sustained by playing sports and extracurricular activities. Serious harm caused to children or putting children in situations where it is likely that serious harm could have occurred could be considered abuse when the actions of the perpetrator were committed knowingly, recklessly or intentionally.

Child abuse exclusions -- The term "child abuse" does not include any conduct for which an exclusion is provided in section 6304 of the PA CPSL (relating to exclusions from child abuse).

Lesson Three

- Environmental factors – Environmental factors that are beyond the control of the caretaker are the second exclusion. This would include conditions such as inadequate housing, furnishings, income, clothing, and medical care. This exclusion does not apply to child care staff such as foster parents and residential facility staff.
- Religious beliefs – If, during the investigation, the county agency finds that a child has not been provided with necessary medical or surgical care because of the family's religious beliefs, the child would not be considered physically or mentally abused. However, the beliefs must be seriously held beliefs that are consistent with bona fide tenets of a bona fide religion. Even in these circumstances, the county agency must closely monitor the situation and petition the court for medical intervention if the child's life or long-term health is threatened. The exclusion includes adoptive parents and relatives within the third degree provided the child resides with the relative. The religious belief exclusion does not apply if the child dies from lack of medical or surgical care.
- Ensuring Safety – The use of force is permitted provided the force was reasonable and was used to protect the child or others.
- Rights of parents -- Nothing in the CPSL shall be construed to restrict the generally recognized existing rights of parents to use reasonable force on or against their children for the purposes of supervision, control and discipline of their children. Such reasonable force shall not constitute child abuse.
- Participation in events that involve physical contact with child -- An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is subject to the reporting requirements of the CPSL.
- Child-on-Child contact – Harm or injury to a child that results from the act of another child is not considered child abuse UNLESS the child who caused the harm or injury meets the CPSL's definition of perpetrator; however, acts constituting any of the following crimes against a child shall be subject to the reporting requirements of the CPSL:

Lesson Three

- (A) rape as defined in 18 Pa.C.S. § 3121 (relating to rape);
- (B) involuntary deviate sexual intercourse as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse);
- (C) sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault);
- (D) aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault);
- (E) indecent assault as defined in 18 Pa.C.S. § 3126 (relating to indecent assault); and
- (F) indecent exposure as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure)
- No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.
- A law enforcement official who receives a report of suspected child abuse is not required to make a report to the department under section 6334(a) of the CPSL (relating to disposition of complaints received), if the person allegedly responsible for the child abuse is a nonperpetrator child.
- Defensive force - Reasonable force for self-defense or the defense of another individual

Present: There are many different definitions of child abuse, including legal, institutional, and individual definitions. If we were to ask everyone in the room what their definition of abuse was, it is likely we would have almost as many definitions as we have participants. In fact, some folks would certainly disagree on what they would consider neglectful or abusive. Personal experiences, upbringing, religious background, and our personal values all influence the way in which we think about child rearing.

Lesson Three



FIND IT IN THE LAW:

§ 6304. Exclusions from child abuse.

(a) Environmental factors.--No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors, such as inadequate housing, furnishings, income, clothing and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides. This subsection shall not apply to any child-care service as defined in this chapter, excluding an adoptive parent.

(b) Practice of religious beliefs.--If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of sincerely held religious beliefs of the child's parents or relative within the third degree of consanguinity and with whom the child resides, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused. In such cases the following shall apply:

(1) The county agency shall closely monitor the child and the child's family and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child's life or long-term health.

(2) All correspondence with a subject of the report and the records of the department and the county agency shall not reference child abuse and shall acknowledge the religious basis for the child's condition.

(3) The family shall be referred for general protective services, if appropriate.

(4) This subsection shall not apply if the failure to provide needed medical or surgical care causes the death of the child.

(5) This subsection shall not apply to any child-care service as defined in this chapter, excluding an adoptive parent.

(c) Use of force for supervision, control and safety purposes.--Subject to subsection (d), the use of reasonable force on or against a child by the child's own parent or person responsible for the child's welfare shall not be considered child abuse if any of the following conditions apply:

(1) The use of reasonable force constitutes incidental, minor or reasonable physical contact with the child or other actions that are designed to maintain order and control.

(2) The use of reasonable force is necessary:

(i) to quell a disturbance or remove the child from the scene of a disturbance that threatens physical injury to persons or damage to property;

(ii) to prevent the child from self-inflicted physical harm;

(iii) for self-defense or the defense of another individual; or

(iv) to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are on the child or within the control of the child.

Lesson Three

FIND IT IN THE LAW: (continued)

(d) Rights of parents.--Nothing in this chapter shall be construed to restrict the generally recognized existing rights of parents to use reasonable force on or against their children for the purposes of supervision, control and discipline of their children. Such reasonable force shall not constitute child abuse.

(e) Participation in events that involve physical contact with child.--An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is subject to the reporting requirements of this chapter.

(f) Child-on-child contact.--

(1) Harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator.

(2) Notwithstanding paragraph (1), the following shall apply:

(i) Acts constituting any of the following crimes against a child shall be subject to the reporting requirements of this chapter:

(A) rape as defined in 18 Pa.C.S. § 3121 (relating to rape);

(B) involuntary deviate sexual intercourse as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse);

(C) sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault);

(D) aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault);

(E) indecent assault as defined in 18 Pa.C.S. § 3126 (relating to indecent assault); and

(F) indecent exposure as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).

(ii) No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.

(iii) A law enforcement official who receives a report of suspected child abuse is not required to make a report to the department under section 6334(a) (relating to disposition of complaints received), if the person allegedly responsible for the child abuse is a nonperpetrator child.

(g) Defensive force.--Reasonable force for self-defense or the defense of another individual, consistent with the provisions of 18 Pa.C.S. §§ 505 (relating to use of force in self-protection) and 506 (relating to use of force for the protection of other persons), shall not be considered child abuse.

(Dec. 18, 2013, P.L.1170, No.108, eff. Dec. 31, 2014)

Lesson Three

Show Slide: Categories of Child Abuse

Categories of Child Abuse

- Bodily injury
- Serious mental injury
- Sexual abuse or exploitation
- Serious physical neglect
- Likelihood of bodily injury or sexual abuse
- Medical child abuse
- Engaging in any of the recent “per se” acts
- Causing the death of a child through an act or failure to act
- Engaging a child in a severe form of trafficking in persons or sex trafficking

Discuss: Cases identified as “CPS” require an investigation because the alleged act or failure to act meets the PA CPSL’s definition of child abuse.

The PA CPSL’s definition of child abuse recognizes 10 separate categories of child abuse. These are the categories of child abuse as defined by the CPSL. We will discuss each of these in detail. Please note the language used for each category, since we need to remember that we are talking about language that is reflective of the law itself. The language presented for each category of abuse is the threshold that must be met in order for the CPS report to be substantiated. As mandated reporters, you must report if you have a reasonable cause to suspect abuse of a child.

Ask: As we take a look at the ten categories, which one would you guess is the most commonly substantiated category of abuse? Which would you guess is the least commonly substantiated?

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Suggested Responses:

- According to the 2023 DHS Annual Child Abuse Report, the most common category is sexual abuse. Approximately **half** of substantiated reports fall into this category in Pennsylvania.
- According to the 2023 DHS Annual Child Abuse Report, the two least substantiated categories are medical abuse and serious mental injury.

Present: According to the 2023 DHS Annual Child Abuse Report, bodily injury is a close second to sexual abuse and exploitation.

These percentages have stayed relatively consistent over the past years.

For more statistical information, you may refer to the Annual Child Abuse Report created by the state each year that was mentioned at the beginning of the training. The report is available on PFSA’s website – pafsa.org.

Transition: Let’s take a look at each of these categories more closely.

Lesson Three

Show Slide: Bodily Injury

Bodily Injury

- Recent act or failure to act
- Causes substantial pain, or
- Impairs physical condition

Discuss: Several criteria must be met for an incident of child abuse to fit the definition of bodily injury. This category of abuse is defined as causing bodily injury to a child through any recent act or failure to act.

- Recent – In legal terms, recent refers to the time frame of two years set by the CPSL - it must have occurred within two years of the date of the report to DHS or the county agency. If the injury occurred outside that time frame, it would no longer be considered child abuse.
- Causes the child substantial pain – For a physical injury to qualify as abuse, the law qualifies the injury in one of two ways, the first of which is pain severity. When a child’s injuries reach the limit of causing them substantial pain, then it has crossed the threshold for abuse.
- Impairs physical condition – The second qualifier is impairment of physical condition. If a child’s injuries are such that they lose the ability to do something, even if the loss is temporary – loses a tooth, breaks a limb, etc. – this would meet the criteria for impaired functioning.

Definitions: *Impairment:* If, due to the injury, the child’s ability to function is reduced temporarily or permanently in any way. *Substantial pain:* If the child experiences what a reasonable person believes to be substantial pain

Ask: Does this mean the corporal punishment is against the law?

Suggested Response:

- Corporal or physical punishment is not against the law, per se. However, if the method or actions of the person inflicting the punishment cause substantial pain or an injury that impairs functioning, it has crossed the line from discipline to abuse and is a reportable incident.

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FIND IT IN THE LAW:

Title 18 - Crimes and Offenses, Chapter 5, Section 509

§ 509. Use of force by persons with special responsibility for care, discipline or safety of others.

The use of force upon or toward the person of another is justifiable if:

(1) The actor is the parent or guardian or other person similarly responsible for the general care and supervision of a minor or a person acting at the request of such parent, guardian or other responsible person and:

(i) the force is used for the purpose of safeguarding or promoting the welfare of the minor, including the preventing or punishment of his misconduct; and

(ii) the force used is not designed to cause or known to create a substantial risk of causing death, serious bodily injury, disfigurement, extreme pain or mental distress or gross degradation.

Present: Recognizing abuse is not always easy. Recognizing abuse often becomes a matter of assembling a series of clues and deductions about a child and their environment. The clues are not conclusive proof of abuse. They are circumstantial evidence that leads one to suspect that abuse may have occurred. Professionals who work with children must combine these clues to determine whether there is a reasonable cause to suspect that the child may have been abused. It is critical to take a look at the totality of circumstances before you, including indicators presented by the child as well as the behavior of the suspected abuser.

Ask: What kinds of clues might you see to indicate that child abuse that falls into the category of bodily injury has occurred?

Suggested Responses:

- Bruises, welts, and swelling – Bumps and bruises are a fact of growing up. However, there are a number of factors that can make bumps and bruises suspicious, including things such as location, severity, patterns, frequency, multiple injuries, and/or behavioral indicators. Certain areas are particularly suspect, including:
 - The face, lips, mouth, neck, wrists, and ankles
 - Torso, back, buttocks, and thighs
 - Injuries to both eyes or cheeks

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- Clustered injuries or those that form a pattern that reflects the shape of an article
- Grab marks or handprints, particularly on the arms or shoulders
- Unexplained swelling or tenderness, even without bruising, may indicate an internal injury of some sort, such as a broken bone

- Bite marks – Bite marks leave a distinctive pattern. Marks that are larger than the child could make and that are on areas that a child could not reach are suspect.
- Lacerations or abrasions – Cuts, tears, and scrapes, especially in certain areas are suspect. These areas include the mouth, lips, gums, eyes, external genitalia, and the back of the arms, legs, or torso. Dragging a child on carpet, for example, could result in a very raw area on a child's back, especially along the spine, if the child's skin becomes exposed as they are being dragged.
- Burns – Burns from certain items, like a cigarette or a lighter in a car, are cylindrical in appearance. Other patterned burns can include an iron, burner, heater coils, or curling iron. Immersion burns from scalding water tend to leave a distinct line between the injured and uninjured areas in a sock-like or glove-like manner. Scalding water burns on the buttocks or genitalia may be indicative of the child being placed into the water.
- Fractures – Fractures to the skull, nose, or facial structure, especially skeletal trauma accompanied by other injuries are suspect.
- Head injuries – The absence of hair and/or hemorrhaging beneath the scalp, subdural hematomas, retinal hemorrhages or detachment, eye injuries, jaw and nasal fractures, and tooth or frenulum injuries are often the result of severe physical force or shaking. (Note: The frenulum is the connective tissue in the mouth that joins the tongue to the floor of the mouth, the inside of the upper lip to the upper jaw, and the cheeks to the mouth. The frenulum can tear when blunt force occurs.)

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Present: Although indicators may be used as a guide to help determine if there is reasonable suspicion that abuse has occurred, these indicators can also exist in situations where a child has not been abused or neglected. The presence of the above indicators may have a valid explanation, such as an accidental fall. In cases of suspected bodily injury, special attention should be paid to injuries that are unexplained or inconsistent with the parent’s or caretaker’s explanation and developmental stage of the child. On the other hand, physical indicators of abuse are not always evident.

Ask: When it comes to accidental bumps and bruises, what parts of the body are typically injured?

Suggested responses:

- Knees
- Elbows
- Shins

Discuss responses. Most accidental bumps and bruises suffered by children tend to be on areas that are bony and/or protruding, such as the extremities. In fact, when it comes to very young children who are not yet walking, bruises and other injuries are even more suspect, since they are not likely to be self-inflicted or the result of bumping into things.

Lesson Three

Ask: What are some behavioral indicators you may observe in a child that you suspect of being physically abused?

Show Slide: Behavioral Indicators of Abuse

Behavioral Indicators of Abuse

- Withdrawn from others
- No expectation of comfort
- “Frozen watchfulness”
- Fear of physical contact
- Clings to adults
- Appears depressed or lacks emotion
- Timid and easily frightened
- Eager to please
- Role reversal

Let us take a look at the slide to see if there are any behavioral indicators that we may not have already listed.

Discuss:

- Withdrawn from others – The child may be remote, withdrawn, lacking in curiosity, and detached and may not relate well to others.
- No expectation of comfort – The child may whine, whimper, or cry without any expectation of being comforted by others. The child may not turn to adults for help.
- “Frozen watchfulness” or hyper-vigilance – The abused child may remain emotionally withdrawn and uninvolved, but they constantly and closely observe all that is going on around them. They behave as though they are always on alert.

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- Fear of physical contact – Abused children may exhibit discomfort with or a fear of physical contact. They may flinch or cringe when someone makes a sudden move near them.
- Clings to adults – An abused child may display a forlorn clinging dependency while lacking in healthy attachments to any adult.
- Appears depressed or lacks emotion – An abused child may appear depressed or display a flat affect and lack any emotion. They may not cry or respond to pain or injury, and they may not show enjoyment. The child may not smile or play with others.
- Timid and easily frightened – Abused children may hide, duck, cringe, withdraw, flinch, attempt to get out of the way, or exhibit other signs of fear when the parent or abuser comes near.
- Eager to please – Children who are abused may be very eager to please, may crave affection, and may show indiscriminate attachment by becoming affectionate with anyone, including strangers. They may also be very compliant.
- Role reversal – Early signs of role reversal may be seen. The child may try to behave in ways that meet the parent’s needs. In addition to a clingy attachment, the child may repeatedly verbalize love and concern for the abusing parent.

Others:

- Wary of contact with parents or other adults
- Apprehension when other children cry
- Exhibits behavioral extremes, such as aggression or withdrawal, or drastic mood changes
- Shows fear of going home or repeatedly running away
- Reports injuries inflicted by parents but blame self, such as “I was bad.”
- Demonstrates habit disorders such as self-injurious behaviors or psychoneurotic reactions, including phobias, compulsions, obsessions, or hypochondria

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- Wears clothing inappropriate for the season to hide physical signs of abuse
- Exhibits low self-esteem
- Makes suicide attempts

Transition: There are many behavioral indicators that may indicate abuse. As with physical signs, behavioral indicators can help you decide whether you suspect a child is an abused child. Keep in mind, however, that there are circumstances where a child may display behavior that is not linked to abuse. However, as a mandated reporter, you do not need to discern this. Now, let us take a look at the second category, which is serious mental injury.

Emphasize: Understanding that the behavioral indicators mentioned may be seen with other forms of abuse also is important. In addition, a child who is being abused may be experiencing more than one form of maltreatment. Physical and behavioral indicators for all types of abuse need to be viewed in terms of the totality of circumstances, including what you know about the child and the observations you make.

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Show Slide: Serious Mental Injury

Serious Mental Injury

A psychological condition that is diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

- Renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, or in reasonable fear that his/her safety is threatened; OR
- Seriously interferes with the child’s ability to accomplish age-appropriate developmental and social tasks

Discuss: Serious Mental Injury is defined as causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act. The definition for serious mental injury is fairly rigid and requires a formal psychological diagnosis from a licensed professional. Although it is arguable that any child that has been abused has suffered emotionally and mentally, under the CPSL, this category is one of the least substantiated types of abuse. The actions of the perpetrator would have had to cause or significantly contribute to the psychological condition.

Present: Remember, mandated reporters of child abuse are not responsible for obtaining a diagnosis. The criteria for reporting is that the referral source has reason to suspect that one of these conditions exists solely because of the acts or omissions of another person. In other words, if you have reasonable cause to suspect that the child has a condition to which the actions of the perpetrator contributed, a report of suspected child abuse must be made. This includes withholding or refusing appropriate treatment to the child. In this category, the suspected abuse does not have to be recent.

Ask: What are some behavioral indicators that might lead you to suspect serious mental injury?

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Show Slide: Indicators of Serious Mental Injury

Indicators of Serious Mental Injury

- Depression or absence of affect
- Mental or emotional developmental delays
- Self-mutilation or other self-injurious behaviors
- Suicide attempts
- Compulsive disorders
- Antisocial behavior, including cruelty to other children or animals
- Delinquent behavior
- Alcohol or drug abuse
- Neurotic traits such as extreme fearfulness

Discuss: Let us see if there are any indicators listed on the slide that were not already mentioned.

- Depression
- Mental or emotional developmental delays
- Self-mutilation or other self-injurious behaviors
- Suicide attempts
- Compulsive disorders
- Antisocial behavior, including cruelty to other children or animals
- Delinquent behavior
- Alcohol or drug abuse
- Neurotic traits such as extreme fearfulness

Transition: Now let us take a look at the third category of child abuse, which is sexual abuse or exploitation.

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Present: Sexual abuse or exploitation is the largest category of substantiated abuse in Pennsylvania. The definition is quite comprehensive, so let us take a look at it.

Show Slide: Sexual Abuse or Exploitation

Sexual Abuse or Exploitation

The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct which includes, but is not limited to, the following:

- Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

Any of the following when committed against a child:

Rape, Statutory Sexual Assault, Sexual Assault, Institutional Sexual Assault, Aggravated Indecent Assault, Indecent Assault, Incest, Prostitution, Sexual Abuse, Unlawful Contact with a Minor, Sexual Exploitation, Involuntary deviate sexual intercourse & Indecent exposure

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Discuss: Sexual abuse and exploitation is defined as causing sexual abuse or exploitation of a child through any act or failure to act. The definition on the slides is the full definition as per the CPSL. In addition, protective services regulations address exploitation, which includes any of the following:

- Looking at the sexual or other intimate parts of a child for the purpose of arousing or gratifying sexual desire in either person;
- Engaging or encouraging a child to look at the sexual or other intimate parts of another person for the purpose of arousing or gratifying sexual desire in any person involved; and
- Engaging or encouraging a child to participate in sexually explicit conversation either in person, by telephone, by computer, or by a computer aided device.

Present: As with every category of abuse, it is not the mandated reporter's responsibility to wade through the complex definitions of sexual abuse or exploitation. This will be done as part of the investigation. A disclosure of abuse is not required for a report to be made but, in many cases, it will be part of the investigation process. The mandated reporter should ask as few questions as possible to establish reasonable suspicion and then allow the specially trained professional investigators with the county agency to follow up with the child and family.

The consensual activity between two children who are at least 14 years of age or older is not considered sexual abuse. If there is any indication of an imbalance of power or that a crime has occurred then a report must be made. A report must also be made if one of the children meets the definition of perpetrator.

Transition: In a few cases where a child has been sexually assaulted, there may be physical indicators or injury. These may be validated through a medical examination by a physician.

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Ask: What are some physical indicators that you might see in a child who has been sexually abused?

Show Slide: Physical Indicators of Sexual Abuse

Physical Indicators of Sexual Abuse

- Injury to the genitals
- Sexually transmitted infections
- Suspicious stains
- Bladder or urinary tract infections
- Painful bowel movements
- Pregnancy

Briefly review: Let us take a look at whether there are any physical indicators of sexual abuse that we did not already mention.

- Forensic medical exams may find physical injury to the genitals including bruising, cuts, lacerations, bite marks, stretched rectum or vagina, fissures in the rectum, or swelling and redness of genital tissues. These kinds of injuries may have been caused by penetration of the vagina or rectum with fingers, a penis, or other objects. Injuries to the genitals in older infants and toddlers may also be the result of physical punishment for toileting accidents.
- The presence of sexually transmitted infections, including herpes on the genitals, gonorrhea, syphilis, venereal warts, chlamydia, or human papilloma virus (HPV), strongly suggests sexual exposure. The presence of a yeast infection (i.e. monilia) in a female child or adolescent may not necessarily be the result of sexual abuse. Yeast infections in a child may occur from having taken antibiotics. A yeast infection in a preadolescent child, however, warrants a medical examination and further investigation.
- Suspicious stains, blood, or semen on the child’s underwear, clothing, or body.
- Bladder or urinary tract infections, including pain when urinating, blood and pus in the urine, and high frequency of urination. Urinary tract infections are

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uncommon in children, unless a child has a physical abnormality of the urinary tract system.

- Painful bowel movements or retention of feces may indicate that the rectum has been penetrated.
- Early, unexplained pregnancy, particularly in a child whose history and behaviors would not suggest sexual activity with peers.

Present: Keep in mind, depending on how recent and extensive the sexual activity was, there may be no clear physical evidence that a child has been molested. In addition, many of the physical indicators may not be immediately visible to you.

Ask: In addition to possible physical indicators, what are some of the behavioral indicators you might observe that could be a result of sexual abuse?

Show Slide: Behavioral Indicators of Sexual Abuse

Behavioral Indicators of Sexual Abuse

- Verbal disclosure
- Precocious sexual knowledge
- Inappropriate sexual behavior
- Layered or inappropriate clothing
- Lack of interest or involvement in activities
- Hiding clothing
- Generalized emotional distress

Briefly Review: Let us take a look at whether there are any behavioral indicators of sexual abuse that we did not already mention.

- Verbal disclosure – When a child states that they have engaged in sexual activity or states that an adult has done “bad things” to them, such disclosures should always be taken seriously. If a child’s disclosure is not handled properly, the child may be unwilling to talk about the abuse again. Often, the child is

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ambivalent to disclose because of threatened consequences imposed by the perpetrator. Because of this, the disclosure may only be hinted at, such as “I do not want to go home” or “I do not like my dad anymore.”

- Precocious sexual knowledge and inappropriate sexual behavior.
- Professionals need to have a basic knowledge of appropriate sexual knowledge and behavior in children of different ages in order to recognize when a child possesses sexual knowledge or engages in sexual behavior that is not typical for their age. However, there are some behaviors that often indicate unusual sexual involvement, including:
 - Seductive behavior toward adults
 - Sexual acting out in pre-adolescent children, including promiscuity or blatantly provocative dress
 - Excessive masturbation
 - Enticing other children into sexual play
 - Involving other children in more extensive sexual behavior
 - Creating and playing out sexual scenarios with toys or dolls
 - Specific fears of males or females
 - Adolescent fear of sex
- Wearing extra layers of clothing or clothing that is inappropriate for the weather may be a symbolic attempt to hide or protect their bodies.
- Lack of interest or difficulty participating in normal physical activities. Indicators may include having difficulty sitting in a chair, sitting awkwardly or squirming, having difficulty staying seated and choosing not to become involved in sports or games. These may be the result of pain or discomfort in the genitals.
- Hiding clothing that is torn, stained, bloodied, or otherwise soiled as a result of sexual activity.

Displays emotional distress – Generalized indicators of emotional distress are prevalent in sexually abused children. However, because they are also common in other abused children, they are not necessarily direct indicators of sexual abuse. They include fear and phobias, aggressive behavior, tantrums, acting out, running away from home, fighting, withdrawal from social relationships, low self-esteem, poor body

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image, and a negative perception of self with a distorted sense of one’s own body. In young children, regression is also seen and includes enuresis (i.e., urine soiling), encopresis (i.e., fecal soiling), thumb sucking, baby talk, and clinging behaviors.

Present: Although handling disclosures is covered in another training program, it is important to recognize that your response to a child’s disclosure of sexual abuse can be critical as to whether it makes the situation even more traumatic for the child. As difficult as they may be to hear, disclosures of abuse, particularly sexual abuse, can be horrific and personally upsetting to you. How you manage your emotions and respond to the child can make a huge difference to that child who has found the courage to tell someone the horrible secret they have been keeping. It is not uncommon for a child to recant their story of abuse, and this can happen for many reasons, including threats made by the abuser. As a mandated reporter, you must report the initial disclosure and allow the investigators to sort out the facts and the full story. Remember, it is not your job to ask a lot of questions to “get to the bottom of things.”

Transition: Let us take a look at the next category, which is serious physical neglect. This is a difficult category to call at times and often involves a situation that has gone from bad to worse.

Show Slide: Serious Physical Neglect

Serious Physical Neglect

When a perpetrator endangers a child’s life or health, threatens a child’s well-being, causes bodily injury or impairs a child’s health, development or functioning due to:

- A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child’s developmental age and abilities, OR
- Failure to provide adequate essentials of life, including food, shelter or medical care

Discuss: Serious Physical Neglect is defined as causing serious physical neglect of a child. For serious physical neglect to be substantiated, there must be a physical

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condition that is caused by the act or failure to act that either endangers the child’s life or development, threatens the child’s well-being, causes bodily injury or impairs the child’s health, development or functioning. Serious physical neglect must arise from repeated prolonged or egregious lack of supervision or the failure to provide a child with the essentials of life, including adequate medical care. An egregious act would be one that another reasonable person would find to be well below the minimum standard of care. It does not need to be a recent act. In fact, the nature of this category is usually the result of a long-term problem that has been ongoing for some time and has worsened. The severity of the situation has then crossed the line from being a concern to being abuse.

Ask: What are some physical signs you could observe that might indicate that a child may be suffering from neglect?

Suggested Responses:

- Failure to thrive – Failure to thrive is the decelerated or arrested physical growth in terms of height and weight associated with poor developmental or emotional functioning in children younger than two or three years old. If allowed to continue, the undernourished child may develop problems, including failure to reach significant developmental milestones like sitting up, walking, and talking. Common symptoms of failure to thrive may include lack of appropriate weight gain, irritability, easily fatigued, excessive sleepiness, lack of age-appropriate social responses such as smiling, avoiding eye contact, lack of molding to the mother’s body, does not make vocal sounds, and delayed motor development.
- Delays in physical development – Children who do not keep up with their peers may not be receiving adequate nutrition or may have a condition that is unaddressed. In addition, children who lack in physical development may not be receiving the stimulation necessary to develop properly.
- Stealing or hiding food – This can be a sign that the child is not being fed. This behavior can also be a sign of emotional or developmental disorders.

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- Unattended physical problems or medical needs – Physical problems or medical needs that are obvious, yet go unaddressed, are indicative of neglect.
- Chronic truancy – Without adequate encouragement and assistance, neglected children may not have the skills or resources to get to school.
- Abandonment – Child abandonment is a serious form of neglect.
- Inappropriate caregivers – Leaving the child in the care of caregivers, including other children, who are not capable of meeting the child’s needs.
- Positive toxicology tests – Toxicology tests indicating that a child has ingested drugs or other toxic substances could be a sign of lack of supervision.

Show Slide: Physical Signs of Neglect

Physical Signs of Neglect

- Lack of Adequate Medical or Dental Care
- Often Hungry
- Lack of Shelter
- Child’s Weight is Significantly Lower than what is Normal of their age and gender
- Developmental Delays
- Persistent (untreated) conditions (ex. Head lice, diaper rash)
- Exposure to Hazards (ex. Illegal drugs, rodent/insect infestations, mold)
- Clothing that is dirty, inappropriate for the weather, too small or large

Source: keepkidssafe.pa.gov

Briefly Review: Let us take a look at whether there are any physical indicators of serious physical neglect that we did not already mention.

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Suggested responses:

- lack of adequate medical or dental care
- often hungry
- lack of shelter
- child’s weight is significantly lower than what is normal for his/her age and gender
- developmental delays
- persistent (untreated) conditions(e.g. head lice, diaper rash)
- exposure to hazards (e.g., illegal drugs, rodent/insect infestations, mold)
- clothing that is dirty, inappropriate for the weather, too small or too large

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Show Slide: Additional Categories

Additional Categories

- Medical child abuse
- Likelihood of bodily injury
- Likelihood of sexual abuse or exploitation
- Causing the death of a child

- Medical Child Abuse – This category is defined as fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act. This term describes a mental condition. The parent or caregivers makes up symptoms or harms the child in a way that produces symptoms in order to receive special attention. Sometimes children are subjected to painful and invasive medical tests in an attempt to diagnose the child’s alleged condition. For example, someone diagnosed with Munchausen Syndrome by Proxy or Factitious Disorder may meet the criteria of this category of abuse. As a mandated reporter, you do not need to know if the alleged perpetrator has this diagnosis -only that you suspect that their actions could meet this category of abuse.
- Likelihood of bodily injury and likelihood of sexual abuse are categories which capture situations that create a likelihood of bodily injury or sexual abuse or exploitation of a child through any recent act or failure to act. These categories address circumstances where the child was not actually harmed, but the child was placed in a situation (either by an act or failure to act) where there was a reasonable likelihood that the child could have been harmed physically or sexually.
- Causing the death of a child is its own category of abuse. This death of a child can be caused by either an act or failure to act by the perpetrator.

Lesson Three

Slide Per se Definitions

Engaging in any of the Specific Recent “Per se” Acts

Definitions of per se means the act alone

- Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child
- Unreasonably restraining or confining a child
- Forcefully shaking a child under one year of age
- Forcefully slapping or otherwise striking a child under one year of age
- Interfering with the breathing of a child
- Having a child present at a meth lab
- Leaving a child in the care of a sexual offender (other than the child’s parent)

Discuss: This group of abuse definitions are referred to as the per se definitions. Per se is a Latin term meaning in itself. The actions described in this group are themselves abuse.

Ask: What does it mean that acts themselves are considered abuse?

Suggested Responses: It means that there are no other qualifying criteria. The act alone would be considered abuse. For example, for serious bodily injury to be considered abuse the child would need to have suffered an injury causing substantial pain or impairment. Under this category, if the parent kicked the child as punishment, the act itself could be considered abuse if it endangered the child.

Lesson Three

Present:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child. Amount of force, vulnerability of the child and where on the child’s body would need to be considered.
- Restraining or confining a child in a manner that is unreasonable. Consideration needs to be given to method, location and duration.
- Shaking, forcefully slapping or striking a child under the age of one year.
- Actions by that alleged perpetrator that interfere with the child’s ability to breathe.
- The children and youth agency would need to be able to show that a police investigation occurred regarding the meth lab. The mandated reporter does not need to know if a police investigation has been undertaken to make the report.
- Leaving the child in the care of a Tier II or III sexual offender who has sexually abused children, a sexually violent predator or delinquent. The mandated reporter does not need to ascertain if the alleged perpetrator is officially deemed a sexual offender of any type. (Note to trainer: the classifications of sexual offenders centers on the type of crime. The classifications have different registration time frames. For more information, visit pameganslaw.state.pa.us).



FIND IT IN THE LAW:

- Definitions (23 Pa.C.S. § 6303)
- (8) Engaging in any of the following recent “per se” acts:
- (i) Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement
 - (iii) Forcefully shaking a child under one year of age
 - (iv) Forcefully slapping or otherwise striking a child under one year of age
 - (v) Interfering with the breathing of a child
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement
 - (vii) Leaving a child unsupervised with an individual, other than the child’s parent, who the actor knows or reasonably should have known:

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FIND IT IN THE LAW (continued):

- (A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed
- (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors
- (C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions)
- (D) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.58 (relating to assessments) or has to register for life under 42 Pa.C.S. § 9799.55(b) (relating to registration)

Engaging a child in a severe form of trafficking in persons or sex trafficking

- Act 115 of 2016 added to the CPSL the definition “Engaging a child in a severe form of trafficking in persons or sex trafficking”, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000”
- This type of abuse includes both instances of sex trafficking and labor trafficking of children.

Discuss the slide. This newest category of child abuse brings the Pennsylvania Child Protective Services Law (CPSL) into compliance with the federal requirements under the Child Abuse Prevention and Treatment Act (CAPTA).

Present: The terms in the definition of this category of abuse are defined in the Trafficking Victims Protection Act of 2000.

“Severe form of trafficking in persons” is defined in the Trafficking Victims Protection Act of 2000 as:

- “Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

Lesson Three

- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.”

The first part of this definition addresses Sex trafficking and the second part of the definition addresses labor trafficking.

Definitions:

Commercial sex act: Any sex act on account of which anything of value is given to or received by any person.

Peonage: paying off debt through work.

Debt Bondage: debt slavery, bonded labor, or services for a debt or other obligation.

Slavery: a condition compared to that of a slave in respect of exhausting labor or restricted freedom

Sex Trafficking

- Any child under the age of 18 who is induced to engage in commercial sex is a victim of sex trafficking.
- Examples of sex trafficking of children includes prostitution, stripping, pornography, and sex tourism.

Indicators of Sex Trafficking – Child (Note: these indicators are not exclusionary of all other indicators):

- Sexual knowledge which is beyond what is normal for the child’s age
- Sexually transmitted diseases
- Unexplained bruises and scars
- Withdrawn behaviors
- History of running away or current status as a runaway
- Inexplicable appearance of expensive gifts, clothing, cell phones, tattoos, or other costly items
- Presence of an older boyfriend or girlfriend who is controlling

Lesson Three

- Drug addiction
- Gang involvement

Present: “Sex trafficking” is defined in the Trafficking Victims Protection Act of 2000 as:

- “The recruitments, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.”

“Commercial sex act” is defined as:

- any sex act on account of which anything of value is given to or received by any person

Labor Trafficking

- Labor obtained by use of threat of serious harm, physical restraint, or abuse of legal process
- Examples of where labor trafficking can occur:
 - o Agricultural or domestic service workers
 - o Selling of items (e.g., magazines or illegal drugs)
 - o Businesses such as hair and nail salons & restaurants
 - o Beggars
 - o Au pairs & Nannies

Lesson Three

Indicators of Labor Trafficking – Child (Note: these indicators are not exclusionary of all other indicators):

- Living with employer
- No freedom to leave or come and go as desired/high security measures
- Unpaid or paid very little
- Excessive and/or unusual work hours, often without breaks
- Answers appear to be scripted and rehearsed
- Employer is holding identity documents
- Signs of physical abuse
- Lack of knowledge of whereabouts and/or lost sense of time

Present: Labor trafficking is labor obtained by use of threat of serious harm, physical restraint, or abuse of legal process.

At-Risk Youth Populations

At-Risk Youth Populations – including, but not limited to, youth:

- In the foster care system
- Who identify as LGBTQ+
- Who are homeless or a runaway
- With disabilities
- With a history of sexual abuse
- With mental health and/or substance abuse disorders
- With a history of being involved in the welfare system
- Who identify as native or aboriginal
- With family dysfunction

Lesson Three

Summarize: We have discussed the three primary components to child abuse as defined by the CPSL – a child, a perpetrator, and reasonable suspicion of an act or failure to act that fits one of the categories of child abuse. It is important to remember that, as a mandated reporter, it is not necessary to have all three elements in order for you to establish reasonable suspicion of child abuse, and it is not necessary to identify all three elements to make a report.

For example, you may encounter a very young child with a serious head injury, who has little or no verbal skills. In this scenario, the child cannot confirm, and the reporter cannot be sure who abused the child. Even if you know the abuser does not meet the CPSL’s definition of a perpetrator, you must report. It will be the responsibility of the Children and Youth investigator to sort out all the details and determine who, if anyone, is the perpetrator. As a reporter, your responsibility is simply to report your suspicions.

Introduce the activity. Now that we have taken quite a bit of time to dissect the three components of child abuse, including the definitions of a child, perpetrator, and the categories of abuse, let us practice our skills while working through some scenarios.

Scenarios – What Would You Do?

- **Refer** to the Participant’s Workbook.
- You will work in small groups to complete this activity.
- Read each scenario and decide as a group if the scenario is child abuse and what action should be taken.
- You will have 15 minutes to complete this activity.

Trainer’s Directions: If time is short, you may wish to assign only one or two scenarios to each group. Be sure to assign different scenarios to different groups, so that all situations are discussed. For circumstances where there is little time to complete the activity, you may even do the scenarios as a large group activity and ask for a response from the participants.

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Monitor the activity. As participants discuss the scenarios, be sure to walk around the room to observe the process groups are using to come to their conclusions. Give the participants notification when only a few minutes remain.

Debrief the activity. You may face any number of scenarios in the course of your role as a mandated reporter. It is impossible to cover every possibility that you might encounter; however, if you approach each situation in a logical fashion and decide if you have cause to suspect child abuse, you will be on the right track. Remember, you need only have a suspicion to report. Children and Youth investigators will sort out the rest of the details and determine the outcome.

Activity: Scenarios –What Would You Do?

1. There is a strained relationship between a father and his 15-year-old daughter. The father has set 11:00 p.m. as the curfew for his daughter. The daughter returns home at 1:00 a.m., which is the third time in the past two weeks that she has missed the curfew. After each incident, the emotions between the father and daughter have been escalating. This time, the father has been drinking, and he is enraged by his daughter’s late return. After a period of heated verbal exchange, the father chases his daughter, but cannot catch her. In desperation, he picks up a chair and hurls it at her, narrowly missing her head. The legs of the chair were implanted in the drywall.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? Likelihood of bodily injury. The child would have been injured had the chair struck her.

If not, why? N/A

What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

Trainer’s Notes: Even though the child was not injured by the chair, if the father’s aim had been more accurate, it would have hit his daughter. The chair was thrown with such force that it was embedded in the wall. Therefore, it is logical to assume that had the chair hit the girl, it would have harmed her. The reporter must report to ChildLine.

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2. Your brother who is in treatment for Methamphetamine addiction tells you that he used to buy his meth from the father of a girl in your program. Your brother reveals that the meth is made in the house.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? Per se definitions – The fact that the child was present where meth was being made in and of itself would be enough for a mandated reporter to make a report of suspected child abuse. ChildLine will not be able to make it a CPS until it is confirmed that there is a law enforcement investigation into the meth lab.

If not, why? N/A

What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

Trainer Note: In order for Children and Youth to be able to substantiate this type of case there must also be a law enforcement investigation occurring. Mandated reporters do not need to know whether or not a current investigation is happening. It will be up the Children and Youth Agency to coordinate with the police.

3. A parent tries to obtain drugs by offering her daughter for sex. However, there are no offers.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? Likelihood of sexual abuse or exploitation. Even though the mother had no one take her up on the opportunity to have sex with her daughter in exchange for drugs, the mother put her daughter in a situation that put her at risk for serious danger.

If not, why? N/A

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What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

4. A 10-year-old boy in your program says he cannot play outside because his feet hurt. He is limping, but he does not want you to look at his feet. At your insistence, the boy removes his shoes and socks and reveals three distinct round burns on the soles of his feet. One of the burns appears to be infected. When you ask him how the burns happened, the boy's only comment is that, "My dad said I was bad."

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? Bodily Injury. The injuries are indicative of cigarette burns, which are serious. The boy's inability to walk properly indicates substantial and obvious temporary impairment. The location and number of burns would also indicate that they were not accidental.

If not, why? N/A

What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

5. A 12-year-old boy comes to your office asking for aspirin. He is wearing an oversized sweater on an unusually warm day. He reluctantly explains that his teammate's father "was angry with him for losing the game, grabbed him by the arm, and threw him into a fence." He pleads with you not to let his parents know. When the boy's sweater is removed, you find several cuts and scrapes, and it appears that his shoulder may have been dislocated.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? Serious Bodily Injury

If not, why? N/A

What would you do? Although this does not meet the definition of child abuse in the CPSL, nothing in the CPSL requires the mandated reporter to identify the person responsible for the child abuse to make a report of suspected child

Lesson Three

abuse. You must still report when you have a reasonable cause to suspect abuse of a child, regardless if you think the alleged perpetrator meets the definition of perpetrator in the CPSL or not.

6. A child in your program comes to you complaining about a toothache. You call the mother, who agrees to take the child to a dentist. Several weeks later, the child again comes to your office, and this time, the tooth is obviously abscessed. You again call the mother who says she could not get a dental appointment. You make an appointment for the next day with a dentist who works with your program and let the mother know when she can take her child for free treatment. Three days later, the child still has not received treatment and is now presenting with a fever and severe swelling.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? This would be a case of Serious Physical Neglect, because the condition was allowed to worsen to the point where there is now a serious physical condition that is causing severe pain.

If not, why? N/A

What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

7. A 12-year-old girl discloses to you that she was raped by her 14-year-old brother while he was babysitting her and their younger brother.

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? This would be a case of Sexual Abuse/Exploitation, because the brother is a household member over 14 years of age. This meets the definition due to it being a criminal act as defined under the sexual abuse and exploitation definition.

If not, why? N/A

What would you do? Report to ChildLine immediately. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

Lesson Three

8. You are the art teacher, and one of your seventh grade students is a gifted artist you have befriended. Over the last several months, you have noticed his work becoming very dark in nature, which is matched by his increasingly sullen and withdrawn behavior. One day, while reaching for his art supplies, his sleeves pull up to reveal cut marks on his arms. When confronted, he admits he cut himself intentionally. He explains that he is "evil" and that bad things happen to anyone with whom he associates, which is what his mother told him. A call to his mother confirms that she feels the boy is "evil." Your concerns that he may be suicidal are met with the statement: "Well, maybe that would be for the best."

Is there reasonable cause to suspect abuse? Yes.

If so, what type and why? This would be a case of Serious Mental Injury, because there is at least a reasonable suspicion that the actions of the boy's mother have led to the child harming himself and possibly becoming depressed.

If not, why? N/A

What would you do? Report to ChildLine immediately. You may also want to contact a crisis intervention service, depending on the specifics of the situation. A CY-47 must be completed and submitted to Children and Youth or an electronic report filed.

Trainer's Notes: In order for this incident to be substantiated, the investigation will need to reveal that the child has or recently was diagnosed to have a psychological condition.

Transition: Now that we have discussed each component of child abuse and the process for determining whether an act or failure to act might fall under the CPSL's definition of child abuse, let us take a look at what happens once a report is made.

Lesson Four

The System's Response To Child Abuse

Presentation time: 30 minutes

Introduce the lesson. This lesson will describe the actions taken by the county Children and Youth agency in response to reports of child abuse.

Objectives of Lesson Four

Participants will:

- Understand the process for investigating child abuse
- Identify types of abuse referred to law enforcement
- Define the status determinations
- Identify information mandated reporters are entitled to know

Present: On occasion, mandated reporters hesitate to report abuse, because they feel that the child protective services system will not respond adequately to their referral. Knowledge and understanding of how an investigation is conducted, how and when status determinations are made, and the level of involvement by law enforcement officials will provide a more comprehensive view of the system.

Lesson Four

Show Slide: Responding to Reports of Child Abuse

Transmission of Referral/Report

When ChildLine receives a referral/report, ChildLine will immediately evaluate and transmit the information to the appropriate agency for assessment or investigation.

When a county agency or law enforcement receives a referral/report, the county agency or law enforcement official is to notify DHS after ensuring the immediate safety of the child and any other child(ren) in the child's home.

Referral Assignments:

- Referral to county agency (CPS)
- Referral to county agency and law enforcement officials (LEO)
- Referral to law enforcement officials only (LEO)
- Referral to county agency (GPS)

Referral to county agency (CPS) – If the suspected child abuse is alleged to have been committed by a perpetrator, ChildLine will transmit the information to the county agency where the suspected child abuse is alleged to have occurred for investigation of the allegation(s).

Referral to county agency and law enforcement officials (LEO) – If the suspected child abuse is alleged to have been committed by a perpetrator and the behavior constituting the suspected child abuse may include a violation of a criminal offense, ChildLine will transmit the information to the appropriate law enforcement official in the county where the suspected child abuse is alleged to have occurred for a joint investigation of the allegation(s).

Lesson Four

Referral to law enforcement officials only (LEO) – If the person suspected of committing child abuse is not a perpetrator but the behavior constituting the suspected child abuse may include a violation of a criminal offense, ChildLine will transmit the information to the appropriate law enforcement official in the county where the suspected child abuse is alleged to have occurred for investigation of the allegation(s).

Referral to county agency (GPS) – If the referral/report does not suggest the child is in need of protective services but suggests the child is in need of other services, ChildLine will transmit the information to the appropriate county agency for assessment of the needs of the child.

Investigation of Report - CPSL §6368

- Ensure safety of child and other children in home
- Commence an Investigation immediately if:
 - Emergency protective custody required
 - Cannot be determined if emergency protective custody is needed
 - All other situations within 24 hrs.
- Investigation
- Investigative Actions
- Review of Indicated Reports

Lesson Four



FIND IT IN THE LAW:

CPSL § 6368. Investigation of reports.

§ 6368. Investigation of reports.

(a) Response to direct reports.--Upon receipt of a report of suspected child abuse by a perpetrator from an individual, the county agency shall ensure the safety of the child and any other child in the child's home and immediately contact the department in accordance with the provisions of section 6334 (relating to disposition of complaints received).

(b) Response to reports referred to county agency by department.--Upon receipt of a report of suspected child abuse from the department, the county agency shall immediately commence an investigation and see the child within the following time frames:

(1) Immediately, if:

(i) emergency protective custody is required, has been or will be taken; or

(ii) it cannot be determined from the report whether emergency protective custody is needed.

(2) Within 24 hours of receipt of the report in all other cases.

(c) Investigation.--An investigation under this section shall include the following:

(1) A determination of the safety of or risk of harm to the child or any other child if each child continues to remain in the existing home environment.

(2) A determination of the nature, extent and cause of any condition listed in the report.

FIND IT IN THE LAW (continued):

(3) Any action necessary to provide for the safety of the child or any other child in the child's household.

(4) The taking of photographic identification of the child or any other child in the child's household, which shall be maintained in the case file.

(5) Communication with the department's service under section 6332 (relating to establishment of Statewide toll-free telephone number).

(d) Investigative actions.--During the investigation, all of the following shall apply:

(1) The county agency shall provide or arrange for services necessary to protect the child while the agency is making a determination under this section.

(2) If the investigation indicates bodily injury, the county agency may require that a medical examination by a certified medical practitioner be performed on the child.

(3) Where there is reasonable cause to suspect that there is a history of prior or current abuse, the medical practitioner has the authority to arrange for further medical tests or the county agency has the authority to request further medical tests.

Lesson Four



(4) The investigation shall include interviews with all subjects of the report, including the alleged perpetrator. If a subject of the report is not able to be interviewed or cannot be located, the county agency shall document its reasonable efforts to interview the subject and the reasons for its inability to interview the subject. The interview may be reasonably delayed if notice of the investigation has been delayed pursuant to subsection (m).

(e) Review of indicated reports.--A final determination that a report of suspected child abuse is indicated shall be approved by:

(1) the county agency administrator or a designee and reviewed by a county agency solicitor, when the county agency is investigating; or

(2) the secretary or a designee and reviewed by legal counsel for the department, when the department is investigating.

Transition: Now that we have reviewed the primary components to a child abuse investigation, let us discuss the last step. Status determinations are the final conclusions, based on the evidence available, as to whether child abuse did occur.

Show Slide: Status Determinations

Status Determination per CPSL (§ 6303. Definitions):

- Unfounded
- Indicated
- Founded

Regulation 3490.67 also allows for:

- Pending Juvenile Court Action
- Pending Criminal Court Action

Lesson Four

Discuss: A determination is made within 30 days of the report. However, the time frame can be extended up to 60 days with appropriate justification.³³ The criteria used for making the decision is substantial evidence, which is evidence that outweighs inconsistent evidence and that a reasonable person would accept as adequate to support a conclusion.³³

Immediately upon conclusion of the child abuse investigation, the county agency shall provide the results of its investigation to the department in a manner prescribed by the department.³³ If the status of PCC/PCJ is assigned then the final determination of Founded, Unfounded or Indicated will be made at a later time.

- Unfounded report – Any report made pursuant to this chapter unless the report is a “founded report” or an “indicated report.”
- Indicated report – (1) Subject to paragraphs (2) and (3), a report of child abuse made pursuant to this chapter if an investigation by the department or county agency determines that substantial evidence of the alleged abuse by a perpetrator exists based on any of the following:
 - (i) Available medical evidence.
 - (ii) The child protective service investigation.
 - (iii) An admission of the acts of abuse by the perpetrator.(2) A report may be indicated under paragraph (1)(i) or (ii) for any child who is the victim of child abuse, regardless of the number of alleged perpetrators.
- (3) A report may be indicated under paragraph (1)(i) or (ii) listing the perpetrator as “unknown” if substantial evidence of abuse by a perpetrator exists, but the department or county agency is unable to identify the specific perpetrator.
- Founded report– A child abuse report involving a perpetrator that is made pursuant to this chapter, if any of the following applies:
 - (1) There has been a judicial adjudication based on a finding that a child who is a subject of the report has been abused and the adjudication involves the same factual circumstances involved in the allegation of child abuse. The judicial adjudication may include any of the following:
 - (i) The entry of a plea of guilty or nolo contendere.
 - (ii) A finding of guilt to a criminal charge.
 - (iii) A finding of dependency under 42 Pa.C.S. § 6341 (relating to

Lesson Four

adjudication) if the court has entered a finding that a child who is the subject of the report has been abused.

(iv) A finding of delinquency under 42 Pa.C.S. § 6341 if the court has entered a finding that the child who is the subject of the report has been abused by the child who was found to be delinquent.

(2) There has been an acceptance into an accelerated rehabilitative disposition program and the reason for the acceptance involves the same factual circumstances involved in the allegation of child abuse.

(3) There has been a consent decree entered in a juvenile proceeding under 42 Pa.C.S. Ch. 63 (relating to juvenile matters), the decree involves the same factual circumstances involved in the allegation of child abuse and the terms and conditions of the consent decree include an acknowledgment, admission or finding that a child who is the subject of the report has been abused by the child who is alleged to be delinquent.

(4) A final protection from abuse order has been granted under section 6108 (relating to relief), when the child who is a subject of the report is one of the individuals protected under the protection from abuse order and:

- (i) only one individual is charged with the abuse in the protection from abuse action;
- (ii) only that individual defends against the charge;
- (iii) the adjudication involves the same factual circumstances involved in the allegation of child abuse; and
- (iv) the protection from abuse adjudication finds that the child abuse occurred.

Note: When mandated reporters inquire about delays in receiving outcome information, many reasons could cause delays, and these would be case-specific. When a question arises about not receiving an outcome letter for a CPS after 60 days, one reason could be that the status is a PCC/PJC and the final outcome determination has not been made. Since PCC/PJC statuses are case-specific, trainees/reporters may be informed that they can contact the investigating agency or ChildLine with any questions they may have related to the report they made.

Lesson Four

Show Slide: Follow-Up Results

Follow-Up Results

- Child Abuse Certifications
- Notice to Mandated Reporters

Discuss: Once the investigation is completed, the information may be obtained, but access to the records is restricted. Two ways to obtain information about the results of the investigation are:

- Child Abuse Certifications – Organizations that work with children are required to obtain both criminal background checks and Child Abuse Certifications for prospective employees. Child Abuse Certifications are obtained through ChildLine’s child abuse registry. Failure of the organization to submit clearances is punishable by law. Organizations may hire individuals on a provisional basis while the clearances are being processed; however, if the prospective employee was named as a perpetrator of a founded report, employment must be denied. The same prohibition does not exist for indicated reports. Certifications must be updated every 60 months.²²
- Mandated Reporter’s Right to Know – A mandated reporter who made a report of suspected child abuse will receive information on the report from the Department once the investigation is completed. The information is limited to the final status of the report and whether it is indicated, founded, or unfounded and any services provided or arranged for by the county agency to protect the child. ChildLine will send the information to the mandated reporter who made the report within three business days of receiving the status determination from the county children and youth agency.
- *Notice to mandated reporter* – If a report was made by a mandated reporter, DHS shall notify the mandated reporter who made the report of suspected child abuse of all of the following within three (3) business days of DHS’s receipt of the results of the investigation:
 - Whether the child abuse report is founded, indicated, or unfounded.
 - Any services provided, arranged for, or to be provided by the county agency to protect the child.

Lesson Four

Present: Let us take a look at some helpful tips on working cooperatively with Children and Youth.

Show Slide: Teaming With Children and Youth

Teaming With Children and Youth

- Be open-minded and positive
- Avoid judgments and gossip
- Focus on building positive relationships
- Be proactive and communicate with others
- Acknowledge positive experiences
- Become part of the citizen review panel
- Find solutions to chronic problems together
- Cooperation with C&Y is part of legal obligation

Briefly discuss: Much of this information is common sense, but it merits mentioning. If everyone remembers to keep the child’s best interest in mind, working cooperatively and collaboratively helps to ensure children are free from maltreatment. In both the long and short term, building positive relationships with Children and Youth workers and service providers has many benefits.

- Be open-minded and positive – Having a positive outlook and expecting a positive outcome can go a long way when working with others, particularly in a situation that can be as traumatic as child abuse.
- Avoid judgments and gossip – First, it is important to remember that the role of investigating child abuse is a difficult and heart-wrenching task, at the very least. In order to not interfere with the investigation, it is important to limit conversations about the situation to those who need to know. Gossip can be dangerous and counterproductive for the investigation, the child, and the child’s family. Not all reports turn out to be child abuse, and the investigative process is intrusive enough without the situation becoming a regular topic of conversation around the office. Even in situations where abuse has occurred, there may be several reasons beyond the control of the investigator that result in an unfounded determination.

Lesson Four

- Focus on building positive relationships – Both individually and organizationally, building positive relationships with the staff at Children and Youth goes a long way to building a foundation of cooperation.
- Be proactive and communicate with others – Whenever there are shared responsibilities, be sure you are keeping the lines of communication open and be as proactive in your role as you possibly can.
- Acknowledge positive experiences – The outcome will not always be what you think it should be, so it is important to recognize the positive aspects of a situation. Perhaps the family is receiving much needed support and services, or the child was removed from the home and is now in a healthy, safe, and supportive environment.
- Become a member of a citizen review panel. –The panels are made up of volunteers who meet at least once a quarter to review PA’s child welfare systems. Currently, three regional teams (northwest, south central and northeast) meet and make recommendations to DHS. The recommendations and DHS’s responses can be found at the back of the Annual Child Abuse Report. Information on becoming a member can be found at pacwrc.pitt.edu.
- Find solutions to chronic problems together – Having an ongoing dialogue with Children and Youth, particularly as part of a problem-solving team, can help to find solutions to chronic problems.
- Cooperation with C&Y is part of legal obligation – Remember, cooperating with the Children and Youth staff is part of your legal obligation as a mandated reporter. Last, but not least, it is simply the right thing to do on behalf of the children, especially those who are being abused or neglected.

Conclusion

Review. Be sure to refer to any expectations that were recorded at the beginning of training or any questions that were tabled for later discussion.

Present: Be sure to keep the number for ChildLine handy. The number is 1-800-932-0313, and it is available on the cards that were given to you today (If cards were supplied), on the back cover of your Participant’s Workbook, in the Annual Child Abuse Report, or on DHS’s Website. The phone numbers for local Children and Youth offices are found at <https://www.pcyu.org/contact-your-agency> You may also want to call your county’s Children and Youth office to obtain information about how to contact caseworkers after hours.

Present: For anyone interested in more information regarding the CPSL and related laws, you can visit PFSA’s website.

Transition: If there are no further questions, let us proceed to the Post-Training Survey and Training Evaluation. When you complete each of them, please turn them in. PFSA uses the data to compare participants’ knowledge prior to the training to their knowledge at the end of the training.

Conclude the training. We covered a number of topics during this comprehensive training, which included how to:

- Describe and apply current information on the PA Child Protective Services Law
- Review the role and responsibilities of the Child Protective Services System
- Identify elements and indicators of child abuse
- Review child abuse reporting procedures
- Describe the actions that will be taken by the county agency in response to reports of child abuse

Remind participants that PFSA is available should they have any questions after they leave the training and that PFSA’s contact information is available on all of the materials provided to them today.

Thank participants for their time and efforts in training today.

Please refer the participants to their participants workbook and clearly explain to the participants how they can get their needed CE’s reported to the Department of State or Education by PFSA.

Conclusion

Present: Participants who need CEs for Act 31 health-related state license or for Act 48 Continuing Professional Education Requirements must go to training. pafsa.org and complete the corresponding webform if they did not request the CEU’s at the time of registration. After confirming your attendance, PFSA will upload your information to either the Department of State or the Department of Education. You will not receive credit towards your health-related license licensure or renewal or maintaining your teaching certificate without completing either the webform or providing the requested CEU information at the time of registration. If you need credits for both Act 31 and Act 48, you must complete both webforms if participant did not request CEUs at the time of registration.

Note to Trainer:

Be sure to collect all paperwork, including the sign-in sheets. Be sure that the top of sign-in sheets is completed , so that training materials can be identified easily and correctly. All paperwork should be mailed and/or dropped off at the office of Pennsylvania Family Support Alliance as soon as possible. If you have two sessions back to back, it is permissible to wait for the second session to send the paperwork to the office. However, if the training sessions are separated by more than a few business days, do not hold onto any paperwork. It is important that paperwork is processed by PFSA as soon as possible.

All extra Participant’s Guides should be collected. Although you may get requests from participants to take extra Participant’s Guides, do **not** give out extra guides. Individuals must attend a training session in order to obtain a guide. If anyone gives you a difficult time about this, do not hesitate to refer them to PFSA. Extra guides can either be returned to the PFSA office with the paperwork or kept on hand for future training sessions you are scheduled to train.

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Resources

Child Welfare Information Gateway:
1-800-394-3366 childwelfare.gov
US Department of Health and Human Services,
PO Box 1182, Washington, DC 20013

National Center for Missing and Exploited Children:
1-800-843-5678
missingkids.com
2101 Wilson Blvd, Suite 550, Arlington, VA 22201

Pennsylvania Family Support Alliance:
1-800-448-4906
www.pafsa.org
Support groups for parents who are feeling
overwhelmed and want to find better ways of parenting

Community education resources available for purchase
Training for mandated reporters of child abuse

Special Kids Network:
1-800-986-4550
Information about services for children with special
healthcare needs

Websites:
ABA Center on Children and the Law:
www.abanet.org/child/home.html

ChildHelp USA:
www.childhelp.org

Prevent Child Abuse America:
www.preventchildabuse.org

Stop It Now:
www.stopitnow.org

Single copies of the following are available at no cost by
contacting:
The Pennsylvania Department of Human Services –
Office of Children, Youth and Families: 717-787-3984 or
www.dhs.state.pa.us

- The Child Protective Services Law,
Title 23 Pa. C.S.A. Chapter 63
- Title 55, Pa. Code Chapter 3490 –
Protective Services Regulations
- Juvenile Act, Title 42 Pa. C.S.A. Chapter 63
- “Annual Report on Child Abuse”

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(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX ☐ M ☐ F	
ADDRESS (State, City, State & ZIP Code)				COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE				COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.	
ADDRESS (City, State & ZIP Code)				COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.	
ADDRESS (City, State & ZIP Code)				COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD	SEX ☐ M ☐ F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.	
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD	SEX ☐ M ☐ F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.	
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS					
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names) NAME (Last, First, Initial)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)		RELATIONSHIP TO CHILD
A.			D.		
B.			E.		
C.			F.		
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED				COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.				DATE OF INCIDENT	

7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:

☐ NOTIFICATION OF CORONER OR MEDICAL EXAMINER ☐ X-RAYS ☐ PHOTOGRAPHS ☐ HOSPITALIZATION
☐ POLICE NOTIFIED ☐ MEDICAL TEST(S) ☐ TAKEN INTO PROTECTIVE CUSTODY ☐ OTHER (Specify)

8. SAFETY CONCERNS AND RISK FACTORS:

A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS. ☐ INFORMATION UNKNOWN

B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD?	☐ INFORMATION UNKNOWN
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C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN). ☐ INFORMATION UNKNOWN

D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED? ☐ INFORMATION UNKNOWN

E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY. ☐ INFORMATION UNKNOWN

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

- Training for professionals
- Support for families
- Education for communities

100 Sterling Parkway
Suite 100
Mechanicsburg, PA 17050

717.238.0937
800.448.4906
Fax 717.238.4315

pafsa.org

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