

**REPORT FORM**  
**for Instances of Suspected Abuse of a Minor**  
 Oklahoma Conference, United Methodist Church

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Location \_\_\_\_\_

Name of person reporting \_\_\_\_\_

Title/work responsibilities \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (home) \_\_\_\_\_

1. Name of child/youth \_\_\_\_\_

Age \_\_\_\_\_ Birth date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Sex: M    F

Home Address \_\_\_\_\_

(or give directions to get to the home)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

Mother's name \_\_\_\_\_ Work phone \_\_\_\_\_

Mother's place of employment \_\_\_\_\_

Father's name \_\_\_\_\_ Work phone \_\_\_\_\_

Father's place of employment \_\_\_\_\_

Other siblings in the home: Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

2. To what agency was the report made? \_\_\_\_\_

When was the report made?      Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time \_\_\_\_\_

Name of person receiving report \_\_\_\_\_ Title \_\_\_\_\_

Reported to      \_\_\_\_ Event head      \_\_\_\_ Site official      \_\_\_\_ Conference staff

\_\_\_\_ Others \_\_\_\_\_

3. Name of the alleged perpetrator \_\_\_\_\_  
Address (if known) \_\_\_\_\_  
Relation to minor (family member, baby sitter, neighbor, etc.) \_\_\_\_\_

4. The report was made as a result of:
- a. \_\_\_\_\_ Observing physical and /or behavioral indications which led to the suspicion of abuse
  - b. \_\_\_\_\_ A statement made by the minor

If based on observation, describe behaviors that led to your suspicion. Use additional pages if necessary. Also, attach **Visual Supplement Report Form** if appropriate.

If based on the minor's statement, accurately and objectively write below what was said. If possible include information on who, when, where, and what happened. Use additional pages if necessary.

What were the circumstances surrounding the disclosure? When, where, and how did the individual tell you? Use additional pages if necessary.

5. Additional comments, concerns, or observations. Use additional pages if necessary.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_





## Important Phone Number

Child Abuse Reporting Hotline

Department of Human Services.....**1-800-522-3511** (Statewide)

## ...REPORT

### What is the law?

Title 21, Section 845 of the Oklahoma Statutes states, "Abuse and neglect...means harm or threatened harm to a child's health or welfare..." This includes, but is not limited to, non-accidental physical or mental injury, sexual abuse, or neglect.

### Who must report?

EVERY PERSON, private citizen or professional, in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report the suspected abuse. Failure to do so is a crime. No person, regardless of their relationship with the child or family, is immune from reporting suspected abuse. A person making a report in good faith is immune from both civil and criminal liability.

### When to report?

A report of suspected abuse is only a request for an investigation. A request for investigation should be made when there is reasonable cause to believe that a child or adolescent has been abused or neglected or is in danger of being abused. The person making the request for investigation does not need to prove the abuse. Investigation and validation of child abuse reports are the responsibility of the Department of Human Services or law enforcement personnel. If additional incidents of abuse occur after the initial report has been made, make another request for investigation.

### How is abuse reported?

A request for investigation can be made to any county office of the Department of Human Services or to the Child Abuse Hotline, **1-800-522-3511**. This number is answered 24 hours a day.

### When reporting, the following information will be requested:

- Name, age and gender of child and other family members
- Address, phone numbers and/or directions to child's home
- Parents' place of employment
- Description of suspected abuse
- Current condition of the child

### What happens to the report?

A child protection worker from the Department of Human Services investigates the reported abuse. The investigation will result in one of the following conclusions:

- Abuse or neglect ruled out
- Uncertain findings
- Abuse or neglect confirmed

In confirmed cases, a service plan is developed to prevent the recurrence of abuse to the child. When appropriate findings are reported to the District Attorney for possible legal action.

**Remember:** A report of suspected child abuse is a responsible attempt to protect a child.

## FOR KIDS SAKE ...

## ...LISTEN

### What if a child tells you about abuse?

There may be times when children or adolescents tell you, directly or indirectly, about abuse in their family. Remember how very difficult it is for children to talk about their abuse,

Especially as they may think it will get them or their family into trouble. Therefore, it is very important for you to handle their disclosure with sensitivity.

### In talking with children, it will be helpful if you:

- Provide a private time and place to talk
- Do not promise not to tell; tell them that you are required by law to report abuse
- Do not express shock or criticize their family
- Reassure them that they have done the right thing by telling
- Use their vocabulary to discuss body parts
- Tell them that the abuse is not their fault, that they are not bad or to blame
- Determine their immediate need for safety
- Tell the child you must report the abuse to the proper authorities
- Let the child know what will happen when you report

**Remember:** Many children are too young to tell about their abuse.  
They depend on you to notice and report.