

## Reporting Child Abuse

- When making a report let the parish catechetical leader know that you are making a report, or have made a report.
- **Do not wait to make a report if your parish catechetical leader is not immediately available.**
- You may contact your parish catechetical leader to discuss the situation if you are unsure or need clarification, but if you are unable to reach him or her immediately, make the report.
- It is the responsibility of DCS to screen out reports they feel do not require follow up.
- Contact DCS and make the report (1-800-800-5556). Document the name of the DCS staff member taking the call, the date and time of contact along with a description of the concern and give this information to your parish catechetical leader to keep in a locked file.
- Be sure to ask for the Report # when you make the report.
- If a catechist, parish catechetical leader, or other parish catechetical program staff have made the report, notify Ken Ogorek by email ([kogorek@archindy.org](mailto:kogorek@archindy.org)).
- If a youth ministry volunteer, parish youth minister, or other parish youth ministry program staff have made the report, notify Scott Williams by email ([swilliams@archindy.org](mailto:swilliams@archindy.org)).
- Keep all information confidential.