

GUIDELINES FOR MANDATED REPORTERS

Responding to the child:

- Do not probe for details.
- Do not ask Why questions
- Ask open ended questions (Tell me more, Tell me about that)
- Listen attentively
- Do not indicate doubt or disbelief
- Do not express shock or anger
- Do not give false assurances
- Do not make judgmental statements
- Conduct discussion in private

Making the report:

- Make the report as soon as possible
- Do not wait for proof
- Do not investigate yourself
- Follow school policies and procedures
- Be prepared to provide as much information as possible regarding the child: name, age, date of birth, home address, nature & extent of injury, behavioral observations, school performance and attendance record. Any information regarding the child's siblings and parents will also aid the investigation.
- As the reporter, you can request to be notified as to the outcome of the investigation

Documenting:

- Document basis of concerns including physical and behavioral signs
- Document child's statement to you
- Document child's demeanor
- Record the date, time, and person taking your report

RESOURCES FOR REPORTING

The Child Abuse School Liaison is available to answer questions, walk you through the process of reporting, and provide information and support as we all work to protect children.

REPORTING TO DSS	
Berkeley County	(843) 719-1158
Charleston County	(843) 953-9422
Dorchester County	(843) 821-0444

REPORTING TO LAW ENFORCEMENT	
Berkeley County Sheriff's Office	(843) 719-4412
Charleston City Police Dept.	(843) 720-2487
Charleston County Sheriff's Office	(843) 554-4700
City of Charleston Sheriff's Office	(843) 577-7434
Dorchester County Sheriff's Office	(843) 832-0300 (before 5 p.m.) (843) 873-5111 (after 5 p.m.)
Folly Beach Police Dept.	(843) 588-2433
Goose Creek Police Dept.	(843) 572-4300
Hanahan Police Dept.	(843) 747-5711
Isle of Palms Police Dept.	(843) 866-6522
Mt. Pleasant Police Dept.	(843) 884-4176
North Charleston Police Dept.	(843) 740-2834
Summerville Police Dept.	(843) 871-1650/2463

REMEMBER

If you believe that the abuse or neglect was committed by a parent, guardian or other person responsible for the child's welfare, **a report is mandated to the Department of Social Services where the child resides or is found.**

If you believe that the abuse or neglect was committed by a person other than the parent, guardian or other person responsible for the child's welfare (i.e. playmate), **you must make a report to the appropriate law enforcement agency where the abuse occurred.**

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