

APPENDIX B: Guidelines for Reporting Child Abuse

Mandated reporters must comply with identification and reporting requirements for suspected child abuse.

If an individual defined in AR 302 as a mandatory reporter – which includes all LMSD employees – has reasonable cause to suspect that a child is a victim of child abuse, they must immediately make a report of suspected child abuse to the Department of Human Services by phone via ChildLine (800-932-0313) (a state-wide, toll-free number that is staffed 24/7) or via the state’s electronic reporting system at www.compass.state.pa.us/cwis/public/home.

If a mandated reporter makes an oral report, they also shall make a written report within forty-eight (48) hours, which is to be submitted electronically to the Department or county agency assigned to the case in a manner and format established by the Department. Alternatively, a mandated reporter may file the written report electronically, and not have to report by phone.

To file a written report, go to <https://www.compass.state.pa.us/cwis/Public/Home>. You will see a child welfare portal, and you will need to create a new account. Once you have created a new account, check your email address for your new log-in information. Then return to the child welfare portal and click “Log-In” then “Access My Referrals” then “Continue” at the bottom of that page. This will bring you to the Keystone Key log-in page, where you will enter your username and password. This will bring you to the “My Abuse Referrals” page, and you will proceed from that point to make your report.

Note: A confirmation by the Department of the receipt of a report of suspected child abuse submitted electronically shall relieve the person making the report of making an additional oral or written report of suspected child abuse. Immediately after reporting to the state, a mandated reporter must notify their Building Principal or designee, who will facilitate the cooperation of the District with the investigation of the report.