



ChildLine Procedures

There are two ways to report suspected child abuse:

- **By Phone:** 1-800-932-0313
- **Online:** <https://www.compass.state.pa.us/cwis/public/home>

Steps for Reporting Suspected Child Abuse:

1. If child abuse is suspected, inform the principal that you are contacting ChildLine.
2. Gather demographic information about the child.
 - a. Parent names, address, phone number, child's date of birth, name, and dates of birth for any other children in the home, name, and address of alleged perpetrator.
 - b. Don't ask the child or any classmates this information, get as much of it as you can from PowerSchool and personal knowledge.
3. If calling ChildLine, complete the CY-47 form before calling. This form will help you answer questions, and it **will need to be faxed after the call** is completed. The CY-47 form is available online or can be provided by the administration. **Please remember to note the intake worker's name and ID number.**
4. For online reporting, you need your individual login and password that you created when applying for your own child abuse clearances. Once on the website, in the Child Welfare Portal, select individual login. The follow the below steps:
 - a. Select Access My Referrals to begin.
 - b. At the bottom of the next page, click next.
 - c. This will bring you to the login page.
 - d. After logging in, click Create Abuse Referral.
 - e. After completing the ChildLine referral online, go back to the My Referral Page and print out the referral.
5. Answer all questions honestly. Some questions you will not know how to answer, for example, the child's parent's social security number. "I don't know" or "I am not aware" are appropriate answers to some questions.
6. Your principal can assist you if you have questions about contacting ChildLine, but they cannot make a referral for another staff member.
7. Complete the WCASD REPORT OF SUSPECTED CHILD ABUSE form (next page).
8. Attach the online referral or the CY-47, and the fax confirmation to the WCASD form (from #7 above). Give the documents to the principal, and notify the principal that the referral was completed.
9. It is not appropriate to share details of the referral with anyone else. It is unprofessional and makes them a reporter too.

All school staff are mandated reporters. PA School code 49 PA CS §42.42 requires that a report be made to ChildLine immediately when there is a suspected abuse.



WEST CHESTER AREA SCHOOL DISTRICT REPORT OF SUSPECTED CHILD ABUSE

Childline Reporting Options:

- Phone: 1-800-932-0313
- Online: <https://www.compass.state.pa.us/cwis/public/home>

Student Full Name: _____

Date of Referral: _____

Referring Staff Full Name: _____

Phone Referral Details

Time of Call: _____

Phone Ext. Utilized: _____

Intake Worker Full Name: _____

Intake Worker ID#: _____

- Complete CY-47 form and fax to CYS at 610-344-5858.
- Attach CY-47 to this form along with the fax confirmation page.

Online Referral Details

- Print out the E-Referral document from the My Referrals page and attach it to this form.

Give the completed form and documents to the principal.