

Forms and Templates I

CANRA Reporting Checklist



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CANRA REPORTING CHECKLIST

The **Child Abuse and Neglect Reporting Act** (“CANRA”) requires certain individuals known as “mandated reporters” to report known or suspected child abuse or neglect. Failure to report is a crime! This checklist is intended as a quick reference guide for CANRA’s reporting requirements. Always consult your employer’s human resources department if you believe you may have an obligation to report.

1. STEPS TO TAKE BEFORE YOU KNOW OF OR SUSPECT CHILD ABUSE OR NEGLECT

- ☐ **Ask** your HR department if you are a “mandated reporter” who must report known or suspected child abuse or neglect. Your employer should have a signed statement on file describing your reporting obligations and confidentiality rights under CANRA.

- ☐ **Know** your reporting obligations.

A mandated reporter must make a report if he or she has knowledge of or observes a child whom the reporter knows or reasonably suspects has been the victim of child abuse or neglect.

A mandated reporter may make a report if the reporter knows or reasonably suspects a child is suffering from serious emotional damage or is at risk from suffering serious emotional damage.

2. STEPS TO TAKE AFTER YOU KNOW OF OR SUSPECT CHILD ABUSE OR NEGLECT

- ☐ **Write** down relevant information such as: the facts of the suspected abuse or neglect; parent contact information; suspected perpetrator’s information; and the child’s name and address, school, grade, class, and present location. Do not investigate the suspected abuse or neglect yourself.
- ☐ **Contact** your employer’s HR department for guidance on reporting.
- ☐ **Call** the appropriate authorities immediately or as soon as practicably possible.
- ☐ **Complete** the required mandated reporter form and submit it electronically or by fax within 36 hours of receiving the information concerning the incident. Keep a copy of your written report in a confidential and secure location.

3. STEPS TO TAKE AFTER MAKING A REPORT

- ☐ **Keep** the details of the incident(s) confidential. Do not tell the child’s parent about the report, even if you do not suspect that the parent is responsible.
- ☐ **Cooperate** with law enforcement agency investigators.