

# REPORTING REQUIREMENTS FOR OFFENSES AGAINST MINORS

If an Archdiocesan clergyman, employee, or volunteer receives a report of alleged child sexual abuse (regardless of where or when it occurred or who the perpetrator is), or whenever there is reasonable cause to believe that a child has been abused or maltreated, *the following actions must be taken immediately:*

- Advise the person (or their parent or guardian) to report the incident to the appropriate *District Attorney's Office or other law enforcement agency*.
- **Call 911** if the child is in imminent danger.
- Report the incident to the *New York State Child Abuse Hotline* (800-342-3720), regardless of whether the staff member is a legally mandated reporter.
- Notify the *Safe Environment Office* (646-794-2810 or [sepdirector@archny.org](mailto:sepdirector@archny.org)).
- If the report alleges child sexual abuse by a member of the clergy, refer the person directly to the *Archdiocesan Victim's Assistance Coordinator* ([victimassistance@archny.org](mailto:victimassistance@archny.org)).

Complaints of sexual abuse of a minor by clergy can also be reported at:

***[archny.org/report](http://archny.org/report)***

For more information about how to report a complaint  
and how complaints are handled, visit our website:

***[archny.org/ministries-and-offices/child-protection/report-abuse](http://archny.org/ministries-and-offices/child-protection/report-abuse)***



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