



## ARCHDIOCESE OF NEW YORK

### REPORTING REQUIREMENTS FOR OFFENSES AGAINST MINORS

Whenever there is reasonable cause to believe that a child has been abused or maltreated, Archdiocesan staff members shall make a report to the Child Abuse Hotline (800-342-3720), regardless of whether they are a legally mandated reporter. If an Archdiocesan staff member receives a report of alleged child sexual abuse, regardless of where or when it occurred or who the perpetrator is, they shall **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.
- If the child is in imminent danger, call 911.
- Report the incident to the Child Abuse Hotline, regardless of whether the staff member is a legally mandated reporter.
- Notify the Office of Legal Affairs or the Safe Environment Office.
- If the report alleges child sexual abuse by a member of the clergy, they shall also refer the person directly to the Archdiocesan Victim's Assistance Coordinator.

The staff member does not need a supervisor's permission to make a report to the Hotline. They should notify their supervisor that a report has been made.

An online form has been created for reports of child sexual abuse and sexual misconduct by clergy: <https://archny.org/report/>

Whenever there is reasonable cause to suspect that a minor has been the victim of child sexual abuse, or that any Archdiocesan personnel have committed any other criminal sexual misconduct, the Archdiocese will make an immediate report to the appropriate District Attorney's Office.

Archdiocesan personnel who are mandated reporters under New York law shall fully comply with the requirements of the law. Archdiocesan institutions that employ mandated reporters shall fully comply with any applicable requirements of the mandatory reporting laws.

Persons who report alleged incidents pursuant to this policy, and those who cooperate with investigations of such reports, shall be entitled to the protections of the Archdiocesan whistleblower policy. The name of a person making a report shall be kept confidential subject to the requirements of civil or canon law, the need to cooperate with investigations by civil authorities, and the need to thoroughly investigate the report and take appropriate corrective action.

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**Safe Environment Office**

T: 646.794.2810

[www.archny.org/safe-environment-program](http://www.archny.org/safe-environment-program)

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