



## Suspected Child Abuse Reporting Procedures

If you **suspect** that a child has been abused or is at risk of abuse you must contact the Child Abuse Reporting center **ASAP but no later than 24 hours**.

Advocate Supervisors may be contacted for questions or support, but do not delay reporting if your Supervisor is not immediately available. You cannot be penalized for a report made in good faith.

The emergency on-call number for Child Advocates is (650) 823-8681.

**1.** Call the Department of Family and Children's Services (DFCS) Child Abuse and Neglect Center to report child abuse or neglect: (These numbers operate 24 hours a day).

- **San Jose Area**  
**(408) 299-2071**
- **Gilroy/Morgan Hill Area**  
**(408) 683-0601**
- **Palo Alto Area**  
**(650) 493-1186**

**~ Be sure to record the name of the person receiving the report over the phone as it is required for the written report in addition to the time the call was made.~**

**2.** Complete a State of California Suspected Child Abuse Report Form (SS8572). This can be found online\* or contact your Supervisor. It needs to be completed and signed by you as the person filing the original report. When filling out the report select county welfare as the agency reported to and use the address listed below.

\*A PDF printable form may be obtained from [www.sccgov.org](http://www.sccgov.org) on the child abuse reporting page.

Print and Fax this form to (408) 975-5851. **Make sure to address fax to the official who received the original phone report.**

**3.** Once the report has been completed, remove the yellow page from the back and staple to a copy to be retained for our records as an agency. If a pdf form was used please scan and email, fax, or drop off a copy to your Supervisor as soon as possible.

**4.** Mail the remaining 3 pages (white, blue, and green) of the written report (SS8572) within **36 hours** of receiving the information concerning the incident to the:

**Santa Clara County Department of Family and Children's Services**  
**Child Abuse and Neglect Center**  
**373 West Julian St. - Second Floor**  
**San Jose CA 95110**

**Failure to Report:** Failure to report suspected abuse is a misdemeanor punishable by imprisonment/fine. Any person who fails to report an instance of child abuse or neglect as required by the Child Abuse and Neglect Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months in jail or \$1000 or both.

**Confidentiality:** A mandated reporter is required to give his or her name. The identity of all persons who report shall be confidential. Violation of statutory confidentiality is a misdemeanor. DFCS may reveal the names of reporting parties only to other investigative agencies as specified by law. However it may be that the person can "guess" who has made the report. No person required to report abuse will bear criminal liability for reporting. No supervisor or administrator may impede or prohibit reporting.