

VII. REQUIREMENTS FOR REPORTING CHILD ABUSE Reporting Actual or Threatened Child Abuse

1. **Step 1 - Contacting Public Authorities:**

If an allegation involves a violation of Hawaii criminal law such as abuse of a minor (in any form, whether or not sexual), the police or Hawaii Department of Human Services/Child Welfare Services are to be contacted immediately in accordance with the law of the State of Hawaii.

“Any person ..., who becomes aware of facts or circumstances which cause that person to have reason to believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future, may immediately report the matter orally to the department or to the police department” (H.R.S. §350-1.3).

Phone numbers (subject to change):

From Oahu, call (808) 832-5300

From a Neighbor Island, call 1-800-494-3991

(Or) call 911

2. **Provide the following information:**

- a. Name of minor.
- b. Present location of minor.
- c. Nature and extent of the perceived injury.
- d. Any other information, including that which led the individual to suspect child abuse, requested by the child welfare agency.

3. **Follow-Up:**

Following the telephone report, a written report (Form DHS 1516) must also be filed in accordance with regulations of the Hawaii State Child Welfare Service. Form DHS 1516 is available on the State of Hawaii Department of Human Services website (<http://humanservices.hawaii.gov/>) as well as the Shield the Vulnerable website (<https://www.shieldthevulnerable.org/>) - Resources tab.

After the verbal report is made, a Child Welfare Service employee or police officer will usually be dispatched to the site.

A copy of the report should **not** be made a part of any student’s record. However, a notation in the cumulative record indicating “CWS report filed” (with date) would be appropriate. One (1) copy of the report may be kept in a confidential file or log by the administration, but **not** in the student’s folder.

Follow-up with the family is the responsibility of the Child Welfare Service.

4. **Step 2 - Reporting to the Pastor and the Bishop:**

All allegations of sexual misconduct involving minors must be reported to the pastor and the Office of the Bishop. If pastors or other supervisors first receive the allegation, they shall promptly forward the matter to the Office of the Bishop for handling, including such evaluation and investigation as the Office of the Bishop deems appropriate. Such reports are in addition to and not in place of mandated reporting to appropriate public officials.

Contact the Office of the Bishop at (808) 585-3356 or bishop@rcchawaii.org.

NOTE: Responsibility for notifying public authorities when the allegation involves a violation of Hawai'i criminal law is that of the individual making the initial complaint. If the person making the **initial** complaint fails to contact the public authorities, then the pastor or supervisor who first learns of the allegation must do so. If that person fails to contact public authorities, then the Office of the Bishop will do so. It is the role of the public authorities to assess the credibility of allegations received. All allegations should be reported to them for handling.