

Reporting abuse can precipitate severe consequences to an individual and family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child/vulnerable adult at risk. Therefore, if you have reasonable cause to suspect abuse by anyone toward a child/vulnerable adult, you should document and report the incident using this form. **Please return to the Pastor/Head of Staff, Associate Pastor for Faith Formation or President of the Corporation.**

North Carolina law requires any person or institution who has cause to suspect that a juvenile who is under the age of 18 and is not married, emancipated, or a member of the U.S. Armed Forces, is abused, neglected, or dependent must make a report to the county department of social services (DSS). G.S. 7B-301.

Today's Date:

Your Name:

Your Email Address:

Your Cell Phone Number:

**Incident Details**

Date of Incident:

Time of Incident:

Location of Incident (Please be specific as possible):

Name of Child/Children/Vulnerable Adult(s) Involved:

Name of Staff/Volunteer(s) Involved:

**Please Categorize the Incident (check all that apply)**

Physical Violence

Sexual Violence

Serious Emotional or Psychological Abuse

Other

**Please Describe the Incident**

When Did It Take Place?

Who Was Involved?

What Did You See?

**I understand that this material is to be treated as highly confidential and that I am not to discuss it with anyone else other than the person to whom I make this report.**

**I have reviewed the above report. It is true and correct, based on my personal observations.**

**Signature of Person Making This Report**