

Protection of Minors Policy

When Abuse is Suspected:

It is the policy of the University of Delaware to require all University employees, volunteers, and independent contractors, who know or in good faith suspect child abuse or neglect, to report such knowledge or suspicion both internally within the University and externally to appropriate state authorities. *This does not include any confidential communications made to an attorney subject to the attorney-client privilege or a member of the clergy subject to the clergy-penitent privilege.*

1. If a child is in immediate danger, call 911 law enforcement immediately to obtain protection for the child. Then proceed to step 2.
2. Immediately make an oral report to the Delaware Department of Services for Children, Youth, and their Families (DSCYF) by calling (800) 292-9582. Intake workers are available to assist you 24 hours a day / 365 days a year.
Solely informing a supervisor that you suspect abuse is NOT sufficient.
3. For non-emergent information related to alleged child abuse and/or neglect, submit an online report to DSCYF using the Delaware Division of Family Services Reporter Portal. <https://dscyfkids.force.com/ReporterPortal/s/>
4. What to Report: You do not have to possess all the information below to make a report
 - a. Information about the child: Name, Age, Contact Information, Parent/Guardian's Name
 - b. Information about the person suspected of committing the abuse
 - c. Information regarding the incident, disclosure, or observation leading to the report
5. Whenever an employee, with the exception of a licensed counselor, volunteer or independent contractor makes a report under step #2 or #3 above, that person must also make an internal report to the Office of Equity and Inclusion by immediately completing an online 3rd Party Incident Report Form <https://sites.udel.edu/oei/> The person making the report must include in the email information provided in step #2 or #3 above. All University employees, volunteers, and independent contractors are required to assist the

University, to the extent deemed necessary by the University, in gathering information related to the report.

6. Forward any subsequent communication from DSCYF relating to the report to the Office of Equity and Inclusion at protectionofminors@udel.edu.
7. To the extent that the law permits it and/or it is reasonable under the circumstances, the University will endeavor to preserve the confidentiality of all child abuse and neglect reports and records to protect the privacy rights of the person making the report.

For Questions or Additional Information

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