



**PROCEDURE FOR REPORTING SUSPECTED CASES OF CHILD ABUSE**  
**FOR**  
**SAINT JAMES CHURCH**

The Diocese of Pittsburgh and the United States Conference of Catholic Bishops, under a revised Charter for the Protection of Children and Young People, re-affirm a deep commitment to creating a safe environment within the Church for children and young people. As part of this responsibility, Saint James Church has developed a written protocol for reporting suspected cases of child abuse.

**Child Abuse** is inflicting or creating an imminent risk of physical injury, mental injury, sexual abuse, or harmful physical neglect. For a legal definition of child abuse, see page 5 of Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania, a booklet issued by the Diocese of Pittsburgh. A minor is any individual under the age of 18.

The Child Protective Services Law of Pennsylvania (CPSL) states that **mandated reporters** are:

- paid Church employees
- volunteers who come into contact with children in the course of their volunteer work (for Saint James Church this includes Catechists in the CCD program, leaders of Children’s Liturgy, Altar Server trainers and workers in the Mary’s Child program)

If there is “**reasonable cause to suspect**” that a minor has been abused the mandated reporter is required to inform Father David H. Taylor, Pastor; Cheryl Halloran, or Cathy Raffaele. The mandated reporter need not make a first-hand observation of the suspected child abuse victim. Second-hand reports of abuse must be reported if the mandated reporter has “reasonable cause” to suspect that child abuse has occurred.

Fr. Taylor, Cheryl Halloran or Cathy Raffaele will **immediately** report the suspected child abuse to the 24-hour **Child Abuse Hotline at 1-800-932-0313**.

A **written report** is to be completed **within 48 hours** of the telephone report and sent to the following Allegheny County office:

Lexington Intake Office  
400 North Mexican Street  
Suite 104  
Pittsburgh, PA 15208

**Please note:** For more detailed information see “Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania”, especially “frequently asked questions” beginning on page 5.

**Sister Thea Bowman Catholic Academy** has its own written protocol for suspected cases of child abuse.

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