Marine Corps Child Abuse Reporting Procedures

Gathering Information to Make the Report:

All CYP professionals are mandated reporters by law and Marine Corps policy (MCO 1754.11 Family Advocacy Program, and MCO 1710.30 Child and Youth Programs). Any alleged or suspected child abuse must be reported to the installation FAP office. Child abuse is defined as the physical or sexual abuse, emotional abuse, or neglect of a child by a parent, guardian, foster parent, or by a caregiver, whether the caregiver is intrafamilial or extrafamilial, under circumstances indicating the child’s welfare is harmed or threatened. Such acts by a sibling, other family member, or other person shall be deemed to be child abuse only when the individual is providing care under express or implied agreement with the parent, guardian, or foster parent.

Abuse may be classified as institutional (when the alleged abuse occurred while in a DOD-sanctioned activity) or non-institutional (when the alleged abuse occurred outside of a DOD sanctioned activity). Regardless of whether the offender is a CYP professional, parent, or other caregiver, all reporting procedures remain the same.

Making the Report:

- When a CYP professional suspects an incident of child abuse has occurred, they must follow the installation’s Child Abuse and Neglect Reporting Procedures outlined in their installation Standard Operating Procedures (SOP).
- Reports should be as detailed as possible, in describing the incident/reported information, name of victim(s), name(s) of alleged offender, and contact information.
- In addition to notifying the installation FAP, the USMC CYP Incident Report form (NAVMC 1750/6) shall be completed to document the report.
- If the alleged abuse is institutional in nature, a CYP Serious Incident Report (SIR) shall be completed by the installation CYP and submitted to HQMC CYP within 24 hours.

After the Report:

- Information related to Child abuse incidents is confidential. CYP professionals will not discuss the report and notification of child abuse/neglect with anyone other than their installation chain of command, HQMC CYP, FAP representatives, and the investigating authorities.
- In cases of alleged child abuse/neglect in a Child Development Center (CDC) or youth program, the alleged offending CYP professional shall be assigned to duties in which contact with children is not possible until the investigation is complete and a determination is made regarding the CYP professional’s status and return to duty. Flex/intermittent professionals shall not be scheduled until the investigation is complete.
- In cases of alleged child abuse/neglect in Family Child Care homes, the home shall be closed immediately and the children placed in other available CYP spaces until the investigation is complete and a determination to reopen the home is made by the installation commander or designee.
- FAP staff, law enforcement and the local child protective services may contact CYP if additional information is needed regarding the report.
• When FAP staff receives a report of child abuse or domestic abuse, a credentialed FAP clinician is assigned to conduct an assessment of the alleged victim, alleged offender, others living in the home, and potential witnesses. This assessment does not replace the investigation by law enforcement or the local child protective services.

• After the assessment is complete, and within 45 days of the incident report, the incident goes to the FAP Incident Determination Committee (IDC). The purpose of the IDC is to decide which referrals for suspected child abuse meet the DOD criteria that define such abuse, requiring entry into the FAP Central Registry.

• Due to confidentiality, CYP professionals are not routinely provided the outcome of child abuse allegations. If the allegations involve a CYP professional, CYP management staff will be made aware of the outcome, for the purpose of determining the employee’s status and ability to return to work.