Navy Child Abuse Reporting Procedures

**Gathering Information to Make the Report:**
Before you make the report, it is important to be prepared with all of the information you will need. In Navy programs, this means:

- The clinical provider who serves as the Family Advocate Representative (FAR) and assigned to the nearest Fleet and Family Support Center is the point of contact for all family violence and child abuse questions and reports.
- All CYP professionals (including volunteers) shall receive annual training in child abuse/neglect reporting laws of the State, territory, or country where the CYP is located.
- DOD child abuse and safety hotline telephone number is posted in all CYP facility lobbies and on parent information boards where staff and parents will have easy access to the telephone number.
- Person who suspects child abuse or neglect must complete the Navy Child and Youth Programs, CNIC CYP Notification Form for Reporting Child Abuse/Neglect as soon as possible. The demographic and incident specific information collected on this form is used to accelerate response to suspicions or allegations of abuse and neglect - [https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=104](https://www.cnic-n9portal.com/elibrary/index.cfm/document-library/?documentlibraryaction=view&id=104).
- Person who suspects child abuse or neglect may consult with FAP staff prior to making a formal report to determine whether there is cause for additional concerns or if there are other safety issues to consider.

**Making the Report:**
*Reporting the incident could be done by contacting the FAR*

- **Person who suspects child abuse and neglect will use the CNIC CYP Notification Form for Reporting Child Abuse/Neglect as a guide when making the report.**
- **If the installation where the incident is suspected to have occurred is located within the continental United States, the person who suspects abuse or neglect is responsible for reporting directly to the FAR assigned to the nearest Fleet and Family Support Center, State Child Protection Services, Command Representative and Naval Criminal Investigative Service.**
- **OCONUS suspected child abuse and neglect Incidents requires the reporting person to follow the Status of Forces Agreements (SOFA) and notify the FAR.**
- **Suspected child sexual abuse incidents in a Navy sanctioned CYP facility requires an immediate report to law enforcement, CPS, FAP and the installation commander.**
- **Telephone contact by local FAP staff to CNIC is required within 24 hours (or the next business day following a weekend) when a child sexual abuse is alleged in a Navy CYP.**

**After Making the Report:**

- Once a formal report is made, CPS and/or the FAP assume responsibility for determining whether abuse has occurred and taking appropriate action. FAP staff is responsible for coordinating efforts with CPS.
FAP Staff will review the information provided and take further action if the allegations meet current Navy definitions for abuse. The FAR will notify the CYP program manager of the report and whether the alleged behavior constitutes an allegation of abuse/neglect and whether FAP will proceed with the case. Allegations of a CYP professional engaging in prohibited behavior that does not meet Navy definitions for abuse will be referred back to the CYP program manager for further action.

The FAR will notify NCIS and assess the allegations further. While the investigation is ongoing the alleged offender(s) should be removed from working directly with children. The JAG and FAR will provide consultation for additional clarification. In cases of a Child Development Home (CDH) provider, the CDH Director will immediately close the home and suspend the CDH certification pending further assessment. After the assessment FAP staff will present all relevant information to the IDC for case status.

In cases requiring medical treatment, periodic status reports shall be forwarded to CNIC detailing significant follow-up information until a final report is submitted. For CDH cases requiring medical treatment, the provider must inform their liability insurance agency.

The responsible commander will ensure that CNIC is notified by SITREP/OPREP message within 24 hours of the initial report of alleged sexual abuse in a Navy CYP.

Telephone contact by local FAP staff to CNIC is required in cases of fatal abuse, abuse resulting in major physical injury, or high-visibility cases.

CNIC CYP Notification form shall be completed in full with detailed information regarding the incident, is submitted to CNIC via fax or email as soon as possible.