

Report of Harm to a Child

All staff and child care workers are responsible to report any disclosures or possible evidence of harm to a child. These reports must be submitted to the Child Protection Response Team (CPRT) at Child.Protection@Cadence.org within 24 hours of filling out the known data. The report should be submitted using this form, which can also be accessed online at Cadence.org/ReportHarm. Please report only the information that is known at the time the allegation was received without interviewing the child(ren) harmed or alleged perpetrator(s). *Not all blanks need to be filled in order to submit this form.* The CPRT will be in contact with you and appropriate staff to guide the response. If you have not received acknowledgement from a CPRT member within 36 hours, please resubmit.

PERSON MAKING REPORT (The person with information pertaining to the incident)

Name	Position	Report Date and Time
Relationship to child(ren) harmed	Email	Phone
Has this incident been reported to a government, law enforcement, or child protective service agency? If so, list agency name, name of person to whom report was given, agency contact information, case reference number, etc.		

CHILD HARMED

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age / Date of Birth	Grade
Father's Name	Mother's Name		
Father's Phone	Mother's Phone		
Father's Email	Mother's Email		
Address	Names and Ages of other Siblings		

ALLEGED PERPETRATOR

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Grade / Job
Guardian Name(s) (if applicable)			
Relationship to child harmed			
Address	Phone		

INCIDENT REPORT

How was the information obtained or observed? Was the reported information volunteered? What prompted the report? Was there suspicion of harm? What led to the suspicion of harm/abuse/neglect/inappropriate behavior? Who was present at the time of the report?

Details of what was reported or suspected

Dates _____ Frequency _____ Place(s) _____

What happened? Quote exactly the words spoken as much as possible.

Who else knows about the alleged harm? List names, relationship to child harmed, and contact information.

Who else might be affected by or involved in the harmful actions and/or behaviors? These might be classmates, siblings, friends, adults, or others present at the same event, etc.

Things done to protect child harmed. Actions could include contacting government, law enforcement, or child protective service agencies, and creation of a safety plan, etc.

PERSON FILING REPORT (If different from the person making the report)

Name	Position
Email	Phone