

**Process of Reporting someone who is not a Priest, Deacon, staff member or volunteer of the church:**

When making a report let the parish catechetical leader know that you are making a report, or have made a report. **Do not wait to make a report if your parish catechetical leader is not immediately available.** You may contact your parish catechetical leader to discuss the situation if you are unsure or need clarification, but if you are unable to reach him or her immediately, make the report. It is the responsibility of DCS to screen out reports they feel do not require follow up.

Contact DCS and make the report (1-800-800-5556). Document the name of the DCS staff member taking the call, the date and time of contact along with a description of the concern and submit this information to your parish catechetical leader to keep in a locked file. Be sure to ask for the Report # when you make the report.

If a catechist, parish catechetical leader, or other parish catechetical program staff have made the report, complete the CAN report summary and email to Ute Eble ([ueble@archindy.org](mailto:ueble@archindy.org)).

If a youth ministry volunteer, parish youth minister, or other parish youth ministry program staff have made the report, complete the CAN report summary and email to Rachel Gilman ([rgilman@archindy.org](mailto:rgilman@archindy.org)).

Keep all information confidential.

**Process of Reporting a Priest, Deacon, staff member or volunteer of the church:**

If a child informs you of abuse by a Priest, Deacon, staff member or volunteer of the church, let your parish catechetical leader know immediately, unless the parish catechetical leader is the alleged abuser. **If your parish catechetical leader is not immediately available, do not wait to speak with him/her before making**

**the DCS report.** Contact DCS 1-800-800-5556 and make the report. Document as discussed above and keep in locked file. You may contact your parish catechetical leader to discuss the situation if you are unsure or need clarification, but if you are unable to reach him or her immediately, make the report.

Discuss with the child the need to involve their parents, unless the parent is the alleged abuser. Involve the parents immediately after making the report, informing them that a report has been made to DCS and that they will be contacted by the Archdiocesan Victim's Assistance Coordinator.

If the report involves a Priest or Deacon, Very Reverend Timothy Wyciskalla, V.E., Vicar, and our Victim Assistance Coordinator need to be notified immediately after the report has been made. The contact number for our Victim Assistance Coordinator is 1-800-382- 9836, ext. 1548.

If the report involves a Lay person or a volunteer, Andrea Wunnenberg and our Victim Assistance Coordinator (see phone # above) need to be notified immediately after the report has been made.

**Adults reporting abuse as a child involving a Priest, Deacon, staff member or volunteer of the church:**

As an Archdiocese our policy is to report all cases of child abuse no matter the age of the victim at the time they come forward with the information.

Encourage them to contact the victim's assistance coordinator so that assistance can be provided or to provide permission for you to contact the victim's assistance coordinator or their behalf.