

Protection of Minors Policy

When Abuse is Suspected:

It is the policy of the University of Delaware to require all University employees, volunteers, and independent contractors, who know or in good faith suspect child abuse or neglect, to report such knowledge or suspicion both internally within the University and externally to appropriate state authorities. *This does not include any confidential communications made to an attorney subject to the attorney-client privilege or a member of the clergy subject to the clergy-penitent privilege.*

1. If a child is in immediate danger, contact police immediately at 911 to obtain protection for the child.
2. Immediately make an oral report to the Delaware Department of Services for Children, Youth, and their Families (DSCYF) by calling (800) 292-9582. *Solely informing a supervisor that you suspect abuse is NOT sufficient.*
3. Immediately, but in no event later than 72 hours after calling DSCYF (as described in #2 above), prepare and submit a written report using the [Department's Child Abuse/Neglect Mandatory Reporting Form](#). Fax the completed form to DSCYF at (302) 577-5515.
4. Whenever an employee, with the exception of a licensed counselor, volunteer or independent contractor makes a report under step #3 above, that person must also make an internal report to the Office of Equity and Inclusion by immediately sending an email to jrickmon@udel.edu. The person making the report must attach to the email a copy of the completed [DSCYF's Child Abuse/Neglect Mandatory Reporting Form](#) sent in step #3 above. All University employees, volunteers, and independent contractors are required to assist the University, to the extent deemed necessary by the University, in gathering information related to the report.
5. Forward any subsequent communication from DSCYF relating to the report to the Office of Equity and Inclusion at jrickmon@udel.edu.

6. To the extent that the law permits it and/or it is reasonable under the circumstances, the University will endeavor to preserve the confidentiality of all child abuse and neglect reports and records to protect the privacy rights of the person making the report.

For Questions or Additional Information

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