

SEE SOMETHING.

SAY SOMETHING:

PROTOCOL FOR

REPORTING ALLEGATIONS

OF SEXUAL MISCONDUCT



CPS employees are required to report signs of student abuse. Here is what you are required to do.

IF THE ALLEGATION INVOLVES AN ADULT

- 1 IF IT'S AN EMERGENCY, CALL 911
- 2 CALL THE ILLINOIS DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS)
1-800-25-ABUSE (252-2873)
- 3 CALL THE OFFICE OF INSPECTOR GENERAL (OIG)
1-833-TELL CPS (835-5277)

If a CPS employee witnesses an incident or receives an allegation of abuse, obtain only this information for DCFS, OIG, and Verify: Name(s) of the child(ren), the accused and their relationship to the victim, the nature of the incident including the type of inappropriate contact including (1) boundary crossing, (2) type of communication (3) any form of physical contact.

IF THE ALLEGATION INVOLVES ONLY STUDENTS



PRINCIPAL

If you see or receive information about abuse.

- 1 IF IT'S AN EMERGENCY, CALL 911
- 2 CALL DCFS IF YOU SUSPECT ABUSE OR NEGLECT
1-800-25-ABUSE (252-2873)
- 3 SUBMIT A REPORT
You or a designee must create a report in Verify/ASPEN
- 4 CALL OFFICE OF STUDENT PROTECTIONS & TITLE IX
773-535-4400



STAFF

If you see or receive information about abuse.

- 1 IF IT'S AN EMERGENCY, CALL 911
- 2 CALL DCFS IF YOU SUSPECT ABUSE OR NEGLECT
1-800-25-ABUSE (252-2873)
- 3 NOTIFY THE SCHOOL PRINCIPAL
Phone, email or in-person
- 4 CALL OFFICE OF STUDENT PROTECTIONS & TITLE IX
773-535-4400