SEE SOMETHING.
SAY SOMETHING:
PROTOCOL FOR
REPORTING ALLEGATIONS
OF SEXUAL MISCONDUCT

**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**

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.

**PRINCIPAL**

If you see or receive information about abuse.

CPS.EDU/PROTECTINGSTUDENTS