

MAKING CPS REPORTS



MANDATED REPORTING

As dedicated advocates for the welfare of children in Virginia, we play a crucial role in safeguarding their well-being and ensuring their safety. As mandated reporters, we have a legal obligation to report suspected cases of child abuse or neglect to the Virginia Department of Social Services (VDSS). This responsibility is paramount in our mission to protect and support vulnerable children who may be experiencing harm or facing unsafe situations.

INFORMATION NEEDED

- Name, address, and telephone number of the child and parents or other person(s) responsible for the child's care
- Child's birth date or age, sex, and race
- Names and ages of other persons who live with the child and their relationship to the child
- Name, address, and contact information of the suspected abuser and his/her relationship to the child

You may also be asked:

- Any known details of the abuse/neglect
- Who last saw the child
- Condition of child
- Where child is located now
- Whereabouts of caretaker
- Alleged abuser/neglector's access to the child
- Family support systems
- Conditions of home environment
- Any known medical or mental health treatment needed

Giving your name allows for documentation that you met your legal obligation. The Family Services Specialist can also contact you if more information is needed. It also allows the Family Services Specialist to inform you of the outcome of your report.

[VaCPS](#) is a secure website that also allows mandated reporters to expedite the submission of a report of suspected child abuse or neglect directly to the State Hotline. An account must be created.



OTHER CONSIDERATIONS

- Prior child maltreatment
- Access to weapons
- Current or past Domestic Violence
- Current or past Substance Abuse
- Mental or physical disabilities
- Medical diagnoses

Your Volunteer Coordinator will walk you through these steps and can assist you in making the call to CPS, including being prepared with this information. Please call!

HENRICO HOTLINE: 804-501-5437

Monday - Friday 8:00 - 4:00 p.m.

VIRGINIA HOTLINE: 800-552-7096

24 hours/day, 7 days/week