

## Quick Reference Guide - Mandated Reporters

### Who is a mandated reporter?

Mandated Reporters are people who work in certain occupations and are required by law ([Illinois Abused and Neglected Child Reporting Act](#)) to make a report to the appropriate agency when they have a reasonable suspicion that a child is being abused and/or neglected. All Northwestern University employees (including faculty, staff, and student employees) regardless of position or assignment, are required by law and by University policy to report suspected cases of child abuse and/or neglect. Students, volunteers, and third-party contractors are also required by University policy to report suspected cases of child abuse and/or neglect.

### How do I report suspected abuse and/or neglect?

Once you have a reasonable suspicion of child abuse, immediately make a report by calling the Department of Children & Family Services ([DCFS](#)) Child Abuse Hotline: 800-25-ABUSE or 800-252-2873. More information can be found [here](#).

**To report emergencies or crimes, dial 911 or contact local law enforcement.**

Gather as much of the following information as you have available before you report.

When you call, you may be asked for the following information:

- Name, age, home address, and present location of child
- Name and home addresses of the child's parents or guardians
- What you saw or heard that caused your suspicion
- Information about previous incidents of abuse or injury
- Whether the child has a disability
- Any other information that might help establish the cause of abuse

**Do not investigate suspected child abuse in an attempt to prove it. Leave the investigation to the experts. All you need to make a report is reasonable suspicion which can be based on a single incident or multiple factors.**

Mandated Reporters are required to complete and mail a reporting form to the nearest DCFS office, Attention: Child Protective Services, within 48 hours of making an oral report. Reporting form(s) can be found within [Illinois Manual for Mandated Reporters](#).

#### Other Resources

**Child Abuse Hotline for Illinois**  
Phone: 1-800-25ABUSE

**Advocacy Network for Children**  
Phone: 1-217-223-2272

**Illinois Victim Assistance**  
Phone: 1-800-228-3368

**Illinois Coalition Against Domestic Violence**  
Phone: 1-217-789-2830

### I contacted DCFS, what are my reporting responsibilities to Northwestern?

After contacting DCFS (and the police if necessary), the individual making the report has the responsibility to:

- Immediately notify University Compliance at [university.compliance@northwestern.edu](mailto:university.compliance@northwestern.edu).
- It is recommended that reporting parties notify his/her supervisor (if reporter classifies as faculty, staff, or a student employee) or the Dean of Students (if reporter classifies as a student).

For incidents of suspected sexual abuse or other forms of sexual misconduct, the reporter (including volunteers or third-party contractors) must also notify Northwestern University's Title IX Coordinator at [OCR@northwestern.edu](mailto:OCR@northwestern.edu). Reporting to DCFS does not satisfy the obligation to report sexual misconduct to the Title IX Coordinator.

### I suspect abuse or neglect is happening outside of Illinois, what are my reporting obligations?

If the suspected abuse or neglect is occurring outside of Illinois, individuals should contact both Illinois DCFS and the applicable state agency. Please contact Office of General Counsel if you have questions about out of state reporting.

### What are the protections?

Illinois law protects the identity of mandated reporters and gives them immunity from liability for making good faith reports, although reporters may be obligated to testify if a case becomes subject to legal or judicial action.