

# Reporting Suspected Child Abuse or Neglect



Employee / volunteer witnesses, suspects, or is told about abuse



1. *Immediately* notify the authorities and your supervisor

UCPD: 510-642-6760  
or  
Local Police Department

2. Submit Internal Report to University Whistleblower Hotline Online

[universityofcalifornia.edu/hotline](http://universityofcalifornia.edu/hotline)  
or call 800-403-4744

*\*Write down Report Key\**

3. Submit CANRA Report within 36 hours to authorities

*\*Include Report Key\**

## Report what you know

**You do not have to possess all the below information to make a report.**

Important details include:

- Information about the child
  - Name
  - Contact Info
  - Age
  - Guardian Name
- Information about the person suspected of committing the abuse.
- Information regarding the incident, disclosure, or observation leading to the report.