

# Protect Our Students

## CSA & Trafficking NC Educator Training

### Reporting to Social Services

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In NC, an individual or an institution that suspects child abuse by a parent, guardian, custodian or caretaker must make a report to the director of social services in the county where the minor lives or is located\*. This applies to all youth under 18 and includes when a parental figure allows someone else to abuse the child. State law also requires the reporting of suspected human trafficking of a minor to DSS regardless of whether a parent or caretaker is involved. Visit [ncdhhs.gov/divisions/social-services/local-dss-directory](https://ncdhhs.gov/divisions/social-services/local-dss-directory) to find contact information for DSS offices in your county.

#### What should I include in a report to DSS?

When making a report to DSS, provide as much of the following information as you can.

- Minor's name and address
- Age of the minor
- Name and address of the minor's parent, guardian or caretaker
- Names and ages of other juveniles in the home
- Present whereabouts of the juvenile (if not at the home address)
- Nature and extent of injury or condition resulting from abuse
- Information that would establish the need for protective services or court intervention

Reports may be made in-person, by phone or in writing. When contacting DSS, let them know that you've already reported the incident to local police. When making a report by phone or in-person, you will be asked to provide your name. If you choose not to provide your name, the report will still be accepted. Generally, your identity as a reporter as well as the information in the report must be kept confidential. If you are acting in good faith, you are immune from civil or criminal liability for making the report. If you provide your contact information, you have the option to receive written notification during the process. If an assessment is conducted, you will be notified if it was determined that abuse occurred and the actions that are being taken to protect the juvenile. If a petition was not filed, you can request that a prosecutor review the assessment.

\*In addition to child sexual abuse, physical abuse, neglect, dependent and death by maltreatment must also be reported.