

## **Addendum: Child Abuse Contact Information**

All staff members will be trained yearly about Abuse, neglect, and reporting.

Staff members suspecting child abuse shall contact the following agencies, as dictated by the situation, and follow the following protocol for reporting:

- Call Child Protective Services
  - Baltimore County 410-853-3000 (24 hours)  
(Option 1)
    - Drumcastle Government Center  
6401 York Road  
Baltimore, Maryland 21212
  - Baltimore City 410-361-2235 (24 hours)
    - 1525 N. Calvert Street  
Baltimore, Maryland 21202
- Department of Human Resources - <http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/>

-Report what you observe

-Document

- \* What you reported
- \* Who you spoke with, name and date
- \* Put documentation in child's file

Note: It is not your job to validate abuse. It is your job to report suspected abuse.