

# HOW TO REPORT ABUSE: OVERVIEW

## DISCLOSURE TIPS



### WHAT DO YOU SAY?

An adult's reaction to disclosure plays an important role in the beginning of the healing process for the child.

- "I'm really glad that you told me."
- "It took a lot of courage to tell me."
- "It's not your fault."
- "We will work together to get you help."
- "I will need to tell some other people who help to protect children."



### WHAT ARE THE CHILD'S NEEDS?

- Be careful not to make promises that you cannot keep. Do not promise you will not tell anyone.
- Report immediately.
- Only speak to those who have to know – confidentially.
- Gentle honesty – keep information age-appropriate and general.

## INFORMATION NEEDED



### HAVE THIS INFORMATION AVAILABLE:



**WHO:** Who was involved?



**WHAT:** What occurred?



**WHEN:** When did it occur?



**WHERE:** Where did it occur?



**WHY:** Why did it happen (what were the circumstances surrounding the event)?



## CALL AND MAKE A REPORT

There are four ways to make a report. However, it is preferred that all reports be made through the Hotline. **\*\*The exact words of the child need to be documented in your report.\*\***

**Telephone Hotline:** Call the toll-free Florida Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873). Counselors are available 24 hours, every day.

**TDD (Telecommunication Device for the Deaf):** Toll-free: 1-800-453-5145

**Internet:** <https://reportabuse.dcf.state.fl.us>

**Fax:** Fax a written report with your contact information to 1-800-914-0004. Alternately, you may use the Florida Abuse Hotline's fax reporting form, which can be obtained here: [www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf](http://www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf).