Reporting Child Abuse or Neglect

If child abuse or neglect is suspected:
- Contact critical members of the health care team (attending physician, social worker, nurse manager, Pediatric Consult Service)
- Notify Department Head, Institute Clinical Director or their designee
- If the abuse occurred at NIH notify the NIH Police **301-496-5685**
- Call Montgomery County Child Welfare Services **240-777-4417** (Note: call this number even if the abuse occurred in a different jurisdiction.)
- Submit a written report within 48hrs
- Document in the medical record

Note: The above procedure (except calling the NIH police) is followed even if the abuse occurred off campus.

Include the following in the report of child abuse or neglect:
- Name, address, sex, and date of birth or approximate age of the reported child/children and of any other children in the household
- Names, addresses, and phone numbers of the child's parents or other persons responsible for the child's care
- Child's current location
- Language spoken by the child and the child's caretaker
- Your name, address, phone number, profession, and relationship to the child
- Full nature and extent of the child's maltreatment, injuries, abuse, or neglect factors
- Indication of prior maltreatment, injuries, abuse, or neglect
- Direct knowledge, observations of maltreatment
- Circumstances under which you first became aware of the child's alleged injuries, abuse, or neglect
- Statements made by the child pertaining to the maltreatment, abuse, or neglect.
- Get the name of the social worker taking the report and include their name in the written report

Note: Clinical Center Policy dictates that "If a health practitioner has reason to suspect that **an adult patient was abused and/or neglected as a child** and has reasonable cause to suspect that the alleged perpetrator is currently in a position to abuse or neglect a child, the health practitioner should" report the abuse as above.

Clinical Center Policy:
[M94-5: Reporting Child Abuse/Neglect In The Clinical Center (pdf)](#)