



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF CENTRAL NEW YORK	
WORKPLACE SAFETY & CHILD ABUSE PREVENTION TRAINING 2025	
TRAINING TOPIC	TRAINING MONTH
Mandated Reporter	October

Mandated Reporter Reporting Responsibilities

All staff members at the Y are considered to be “mandatory reporters” under New York State Law. As mandatory reporters, Y staff members are subject to heightened reporting requirements.

For purposes of this policy, the following definitions apply:

- “Abused child” means a child less than eighteen years of age whose parent or other person legally responsible (a) inflicts serious physical injury upon the child, (b) creates a substantial risk of serious physical injury, or (c) commits a sex offense against the child. This definition also includes a child whose parent or other person legally responsible knowingly allows someone else to inflict such harm on a child.
- “Maltreated child” means that a child’s physical, mental or emotional condition has been impaired, or placed in imminent danger of impairment, by the failure of the child’s parent or other person legally responsible to exercise a minimum degree of care by:
 - Failing to provide sufficient food, clothing, shelter, education, or
 - Failing to provide proper supervision, guardianship, or medical care (including dental optometric or surgical care); or
 - Inflicting excessive corporal punishment, abandoning the child, or misusing alcohol or other drugs to the extent that the child was placed in imminent danger.

As required by New York State Mandated Reporters Social Service Law, any employee who has “reasonable cause” to suspect abuse or maltreatment, or actual knowledge of such abuse or maltreatment, must make a report to the NYS Central Register of Child Abuse and Maltreatment (SCR) by calling 800.635.1522. “Reasonable cause” means that based upon your observations of the evidence, training and experience, you believe that a child has been harmed or been placed in danger of being harmed. This harm can be from any source, such as a parent, guardian, staff member, or other third-party. After the report of suspicions is reported to the SCR, employees should notify their direct Supervisor and Department Director that a report has been filed. Employees do not need their supervisors’ permission to make a report to SCR, and should not delay such a call in order to seek permission.

Within 48 hours of the initial report to the SCR Hotline, the employee with the support of leadership will file a written report to the local CPS, with a copy to the CEO and Branch Executive of the Y, along with any subsequent internal administration necessitated by the report.

Note: Notification to the Department Director does not absolve the original mandated reporter of their responsibility to personally make a report to the SCR.

Please contact the HR department with any questions.