



SCHOOL EMPLOYEE REPORTING DUTIES

Prepared by the PSEA Legal Division

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| DUTY | LAW | WHO REPORTS | WHAT TO REPORT | WHERE TO REPORT |
|--|---|---|--|---|
| Report suspected child abuse. | CPSL | All school employees (except for administrative or support personnel with NO direct contact with students). | Intentional, knowing, or reckless harm to a child under 18 years of age. See 23 Pa.C.S. 6303(b.1) for a listing of specific categories. | Immediately call ChildLine or file an electronic written report on the website at www.compass.state.pa.us/cwis . Immediately inform school administration. File a written report with local C&Y within 48 hours unless you have filed an electronic written report with ChildLine. |
| Report sexual abuse or exploitation or sexual misconduct of educators. | EDA | Educators as defined by EDA to include: (1) Certificate holders (2) Charter/cyber staff members (3) Contracted educational provider staff members. | Conduct that is sexual abuse or exploitation as defined in CPSL and/or conduct that is sexual misconduct as defined by EDA (includes grooming). | Within 15 days, file a report with PDE and inform supervisor and chief school administrator. |
| Self-report arrests, indictments, and/or convictions of section 111 (e) or (f.1) crimes. | Section 111 of Public School Code and EDA | All school employees. | See Section 111(e) for complete list of reportable crimes. Under section 111(f.1) all felonies and first degree misdemeanors and certain multiple DUIs are reportable. | Inform school administration within 72 hours. (Note that school administration has duty to report this information to PDE for educators included under EDA). |
| Self-report when named as a perpetrator of child abuse. | CPSL | All school employees. | When named as a perpetrator in an indicated or founded report of child abuse. | Inform school administration within 72 hours. (Note that school administration has duty to report this information to PDE for educators included under EDA). |

¹ School administrator mandatory reporting duties not addressed in this chart.