

Helpful Tips For Mandated Reporters

Alma College Mandated Reporter Handout

Our Civil Rights/Title IX Team

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DO



1. Do Be Transparent. Let students and colleagues know before they disclose any information that you are a mandated reporter. This gives them the right to choose whether or not to share.
2. Do Report. If you suspect or witness any form of abuse, neglect, harm, or discrimination, it's important to report it promptly. Scan the QR Code below to file a report.
3. Do Document. Report all known details, including dates, times, and descriptions of what was observed or reported.
4. Do Follow Protocols. Adhere to the reporting procedures set by Alma College to ensure that reports are handled appropriately.
5. Do Seek Guidance. If you're unsure about whether a situation warrants reporting, seek guidance from the Civil Rights/Title IX Team.



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DO NOT



1. Don't Ignore. Mandated Reporters MUST report. Even if you're unsure or hesitant, it's important not to ignore signs of potential harm. Reporting is crucial to protecting those in vulnerable situations.
2. Don't Promise Confidentiality. While it's important to listen empathetically, avoid promising complete confidentiality if it conflicts with your obligation to report certain concerns.
3. Don't Investigate Independently. As a mandated reporter, your role is to report suspicions or concerns, not to investigate or intervene directly in potentially harmful situations.
4. Don't Delay Reporting. Timeliness is key when it comes to reporting. Delaying reporting can impact the safety and well-being of those involved. Mandated Reporters are expected to report within 24 hours.
5. Don't Be Surprised. Don't be surprised if you don't hear back. Once you report, it is out of your hands.