

**Suspected Reporting of Children or Vulnerable Adults**  
**(Physical Abuse, Sexual Abuse, or Neglect)**

**All employees and students must report suspected child abuse to CSB/SJU.**

1. If a student is experiencing an emergency situation that requires immediate assistance, call 911.
2. Student is required to report suspicion of neglect/abuse to site supervisor immediately.
3. **Students Working with Children:** Student is required to contact Adia Zeman Theis, a CSB/SJU member of the Child Protection Report Team at (320) 363-5237 or [azemantheis@csbsju.edu](mailto:azemantheis@csbsju.edu) to report suspected child abuse/neglect within 72 hours of becoming aware of the incident. Adia will assist student in determining next steps. Student may contact Stearns County Human Services at (320) 656-6000, if Adia is unavailable within the 72 hour timeframe; however, student is still required to report incident to Adia as soon as possible. For additional information, please review the CSB/SJU policy on Reporting Suspected Child Abuse, available online at: <http://www.csbsju.edu/human-rights/child-protection/reporting-suspected-child-abuse>.
4. **Students Working with Vulnerable Adults:** Student should report any suspected abuse or neglect to his/her site supervisor immediately. Please contact Adia as soon as possible to follow proper protocol, in accordance with HIPAA.