REPORTING CHILD ABUSE AND NEGLECT-
ADMINISTRATIVE PROCEDURE

This procedure implements the Board’s policy JLF – Reporting Child Abuse and Neglect. It summarizes the steps to be taken when a school employee suspects that a child has been or is likely to be abused or neglected.

The “notifying person” refers to the person who has the information that gives rise to the suspicion that a child has been or is likely to be abused or neglected and reports it.

A. The notifying person shall immediately notify the principal or other designated agent of the suspected abuse or neglect by using the Suspected Child Abuse/Neglect Report Form. The person may notify the Department of Health and Human Services (DHHS) directly, or if appropriate, the District Attorney (DA).

B. The principal or designated agent shall immediately and directly report it to DHHS, and if appropriate, to the DA.

C. Within 24 hours of submitting the Suspected Child Abuse/Neglect Report Form, the principal or designated agent shall send a written Confirmation of Report to the notifying person. If within 24 hours, the notifying person has not received written confirmation of submitting said form, the notifying person must make his/her own report to DHHS, or if appropriate, to the DA.

D. Upon receipt of the Confirmation of Report, the notifying person shall acknowledge in writing that he/she has received the confirmation by completing the Employee’s Acknowledgement of Receipt of Confirmation section and returning the entire form to the principal or designated agent.

E. The confirmation and acknowledgement shall be retained in the school’s records.

Cross Reference: JLF – Reporting Suspected Child Abuse and Neglect
JLF-E – Suspected Child Abuse and Neglect Report Form

Adopted: December 5, 2016