

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