

## RSU 19 REPORTING CHILD ABUSE AND NEGLECT

### I. DEFINITIONS

- A. Child abuse or neglect. "Abuse or neglect" means a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, including under Title 17-A, sections 282, 852, 853 and 855, deprivation of essential needs or lack of protection from these or failure to ensure compliance with school attendance requirements under Title 20-A, section 3272, subsection 2, paragraph B, or section 5051-A, subsection 1, paragraph C. by a person responsible for the child. A person is truant if the person is required to attend school or alternative instruction and is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.
- B. Person responsible for the child. A "person responsible for the child" means a person with responsibility for a child's health or welfare, whether in the child's home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child's parent, guardian or other custodian.

### II. EMPLOYEES' DUTY TO REPORT

- A. Any employee of RSU 19 who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building administrator.
  - 1. In addition to notifying the building administrator, the employee may also make a report directly to the Department of Human Services (DHHS) or the District Attorney if required (see Section III.B provides further information about reporting to DHHS and the District Attorney).
- B. If the notifying employee does not receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification that a report has been made to DHHS (and the District Attorney if required), the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Form (see JLF-E) in consultation with the building administrator or Superintendent.
- C. If the notifying employee does receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification (on the Suspected Child Abuse and Neglect Form (see [JLF-E), he/she shall sign the form as

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acknowledgement that the report was made and return it to the building administrator/Superintendent.

### III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, the Superintendent and any employee designated by the Superintendent, are designated agents to make child abuse and neglect reports.

- A. If a building administrator suspects abuse or neglect, or receives such a report from an employee, he/she shall notify the Superintendent immediately.
- B. The Superintendent or building administrator shall then make an immediate report by telephone of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Superintendent / building administrator shall also make a verbal report to the District Attorney.
  - 1. The law requires the original notifying employee to make his/her own report to DHHS, and the District Attorney if required, if he/she has not received confirmation within 24 hours that a report has been made by the Superintendent or building administrator.
- C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form in consultation with the notifying employee (see JLF-E).
- D. The Superintendent or building administrator shall provide a copy of the Suspected Child Abuse or Neglect Form to the notifying employee within 24 hours of the employee's initial report. The notifying employee shall sign the report and return it to the Superintendent or building administrator.
- E. The form will be forwarded to DHHS, and to the District Attorney if required. It shall be retained by the school unit for ten years, along with any other information relevant to the case.

### IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent / designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

- B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

**V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL**

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school as provided in this section. The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance, school nurse, social worker or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian;
- D. Provide an appropriate, quiet and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

**VI. CONFIDENTIALITY OF INFORMATION AND RECORDS**

All records, reports, and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

**VII. GOOD FAITH IMMUNITY FROM LIABILITY**

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA Chap.1071, Child and Family Services and Child Protection Act  
20 USC § 1232g, Family Educational Rights and Privacy Act 20-A MRSA  
§§5051-A(1)(C); 5051-A(2)(C)

Cross Reference: ACAA- Harassment and Sexual Harassment of Students GBEBB - Staff  
Conduct with Students.  
JLF-E1- Indicators of Child Abuse  
JLF-E2- Suspected Child Abuse/Neglect Report Form  
JRA – Student Records