Personnel

ADMINISTRATIVE PROCEDURES

Child Abuse and Neglect Definitions

Child abuse is defined as "harm or threatened harm to a child's health or welfare that occurs through nonaccidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or member of clergy."

Child neglect is defined as "harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

1) Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

2) Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk."

Mandated Reporters include: physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's or bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the Friend of the Court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care worker.

Reporting Procedures

Mandated Reporters

Any employee who is a mandated reporter as defined above and has reasonable cause to suspect a student is being abused or neglected shall report his/her suspicions in accordance with the following procedures:
1. Make an immediate (same day) verbal report of the suspected child abuse or neglect to CPS, by telephone or otherwise.

2. File a written report (DHS-3200 or other appropriate form) with CPS within 72 hours after making the verbal report. The written report shall include:
   a. Name of the child;
   b. Description of the abuse or neglect;
   c. Names and addresses of the child's parents, guardians, persons with whom the child resides;
   d. Child's age; and
   e. Other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred

3. Notify the building administrator that a report has been made to CPS, if the reporting person is an individual other than the building administrator.

**Non-Mandated Reporters**

Any employee who is not a mandated reporter but who has reasonable cause to suspect child abuse or neglect shall immediately (same day) notify the building administrator of the suspected child abuse or neglect. The building administrator receiving the report shall follow the reporting procedures above for mandated reporters to notify CPS of the suspected abuse or neglect.

**Confidentiality**

The identity of the reporting person is confidential and is subject to disclosure only with the consent of the reporter, by court order, or to those authorized by statute.

**Liability**

A person who makes a good faith report of suspected child abuse or neglect will not be terminated or otherwise penalized for making a report or for cooperating in a child abuse or neglect investigation.

A mandated reporter who fails to file a report of suspected child abuse or neglect is subject to both civil and criminal liability under the law. Any employee, including a non-mandated reporter, who fails to report suspected child abuse or neglect as required under this policy may be subject to disciplinary action, up to, and including discharge.

Adopted: November 15, 2014
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