

Policy JLF-R - REPORTING CHILD ABUSE AND NEGLECT ADMINISTRATIVE PROCEDURE

This procedure implements the Board's policy JLF – Reporting Suspected 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 is likely to be abused or neglected and is required by law to report it, such as a teacher, principal, guidance counselor or bus driver.

- A.** The notifying person shall immediately notify the principal (or other designated agent) of the suspected abuse or neglect. 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 directly report it to DHHS and, if appropriate, to the DA.
- C.** The principal (or designated agent) shall send a written confirmation containing the name of the person reporting, the date and time of the report and a summary of the information to the notifying person.
- D.** The notifying person shall acknowledge in writing that he/she has received the confirmation that the report has been made by the principal (or designated agent).
- E.** The confirmation and acknowledgement shall be retained in the school's records for a period of ten years.
- F.** If within 24 hours of making the report, the notifying person has not received the written confirmation referenced in section C, the notifying person shall immediately make a report to DHHS (and, if appropriate, the DA).

Cross Reference:

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

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