

NUAMES Policy and Procedures
277-401: Child Abuse-Neglect Reporting Policy*
Revised: September 24, 2013
Approved: October 23, 2013

1. PURPOSE AND PHILOSOPHY

School personnel have a responsibility to report suspected abuse of a child. NUAMES adopted this policy to provide clear understanding and direction to school personnel in regard to universal, effective and sensitive handling of child abuse referrals.

2. POLICY

Utah law requires that whenever any person, including any school employee, has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services (DCFS).

3. CHILD ABUSE REPORTING PROTOCOL

3.1 NUAMES Administration shall meet annually with school employees to review procedures for reporting suspected child abuse.

3.2 If there is reason to believe that a child may have been subjected to abuse or neglect, the employee will fill out a Child Concern Information Sheet (CCIS).

3.2.1 Using the CCIS, an oral report shall be made immediately by the school employee to a NUAMES administrator reporting the abuse/neglect.

3.2.2 Using the CCIS, an oral report shall be made to DCFS immediately following the employee's meeting with the NUAMES administrator.

3.2.3 When making the oral report to DCFS, always have the person you notify identify himself/herself. The notified person's name shall be noted on the written report.

3.2.4 These oral reports shall be followed up with a written report to the NUAMES administrator within 24 hours.

3.2.5 A copy of the CCIS and written report shall be put in a Child Abuse-Neglect file in the main office at NUAMES to be maintained by the principal and/or assistant principal, for all reported cases of suspected child abuse or neglect.

3.2.5 Neither the written report nor the CCIS will be placed in the student's personal file.

3.3 It is not the responsibility of principals or other school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

- 3.3.1 Investigation by staff prior to submitting a report shall not go beyond that necessary to support a reasonable belief that a reportable problem exists.
- 3.3.2 To determine whether or not there is reason to believe that abuse or neglect has occurred, professional school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.
- 3.3.3 Interviews with the child or suspected abuser shall not be conducted by administrators or school employees.
- 3.3.4 Notes of voluntary or spontaneous statements by the child shall be made and given to the investigating agency.
- 3.3.5 Principals, school employees, DCFS, and law enforcement personnel are required to preserve the anonymity of those making the initial report and any others involved in the subsequent investigation.
- 3.3.6 Investigations are the responsibility of DCFS.
 - [a] Principals or other school employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect
 - [b] School officials shall cooperate with social service and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective diagnostic, assessment, treatment, and coordination services.
- 3.3.7 Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions.

CHILD CONCERN INFORMATION SHEET

Confidential - Keep in Principal's Locked File - To Be Completed By Reporting Party

A. Reporting Party

Name/Title - _____ Date of Report - _____ Signature - _____

Phone () _____ - _____ Address - _____

B. Report Sent To

_____ Police Department _____ Child Protective Services

Agency: _____ Address: _____

Official Contacted: _____ Phone - _____ Date/Ti me - _____

C. Involved Parties

Victim Name	Birth Date	Sex	Race	Phone
_____	_____	M F	_____	_____

Primary Language - _____ Address - _____

Present Location of Child - _____

Sibling Name(s)	Birth Date	Sex	Race	Phone
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____

Parent Name(s)	Birth Date	Sex	Race	Phone
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____
_____	_____	M F	_____	_____

Primary Language - _____ Address - _____

C. Incident Information (On Back)

C. Incident Information

1. Date/Time of Incident - _____ Place of Incident - _____

2. Type of abuse suspected (Check all that are relevant)

Physical - ____ Sexual - ____ Emotional - ____ Physical Neglect - ____ Educational Neglect - ____

3. Narrative Description:

4. Summarize what the abused child or person accompanying the child said happened:

5. Explain known history of similar incident(s) for this child: