

CHILD ABUSE AND NEGLECT MANDATORY REPORT

Oklahoma State Law mandates the reporting of known and suspected cases of sexual abuse and non-accidental physical and mental injury to children under the age of eighteen (18) due to abuse or neglect. These cases are to be reported to the local county Department of Human Services. The law further states that "...every person having reason to believe that such an incident has occurred" shall be required to report the incident; persons who fail to report these incidents may be guilty of committing a misdemeanor.

If an employee has reason to believe that a student is the victim of neglect, physical or sexual abuse, he/she shall promptly notify the building principal, who will contact the school nurse or school counselor. The principal and school employee will immediately use the DHS Child Abuse/Neglect Hot Line to report the incident. The Mandatory Report of Abuse and Neglect Form shall be completed and signed by the employee, principal, and either the school nurse or school counselor. The original form will be kept in a confidential file by the principal and a copy will be kept in a confidential file by the school nurse.

The District Superintendent will be notified of the report by phone and fax as soon as possible, but no later than 24 hours of the initial report.

Teachers will receive annual training on recognition and reporting of child abuse and neglect, which all teachers shall be required to complete.

Adopted: 10-07-85
Revised: 05-04-92
Revised: 01-10-05
Revised: 08-14-06
Revised: 11-13-06
Revised: 09-14-09
Revised: 07-11-11

WESTERN HEIGHTS PUBLIC SCHOOLS
MANDATORY REPORT OF ABUSE AND NEGLECT FORM

Oklahoma State Law mandates the reporting of known and suspected cases of sexual abuse and non-accidental physical and mental injury to children under the age of eighteen (18) due to abuse or neglect. These cases are to be reported to the local county Department of Human Services. The law further states that "...every person having reason to believe that such an incident has occurred" shall be required to report the incident; persons who fail to report these incidents may be guilty of committing a misdemeanor.

If an employee has reason to believe that a student is the victim of neglect, physical or sexual abuse, he/she shall promptly notify the building principal, who will contact the school nurse or school counselor. The principal and school employee will immediately use the DHS Child Abuse/Neglect Hot Line to report the incident. The Mandatory Report of Abuse and Neglect form shall be completed and signed by the employee, principal, and either the school nurse or school counselor. The original form will be kept in a confidential file by the principal and a copy will be kept in a confidential file by the school nurse.

The District Superintendent will be notified of the report by phone and fax as soon as possible, but no later than 24 hours of the initial report.

DHS Child Abuse/Neglect Hot Line: 1-800-522-3511

WH District Superintendent's Office: 405-350-3419; secure fax: 405-261-6053

Name of Child: _____ DOB: _____ Race: _____ Age: _____ Grade: _____

Date of Report to Principal: _____ School Site: _____

Name of Employee who reported the possible abuse/neglect: _____

Date of Form Completion: _____ Date of Notification to DHS: _____

Circle one: Possible Abuse Possible Neglect Circle one: Was 911 called? Yes No

Name of Parent/Guardian living with child: _____ Relationship: _____

Other Adults living in home with child: _____

Address: _____ City/County: _____ / _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Brief statement from Child: _____

Observed injuries and/or physical condition: _____

Name of Intake Worker who took the call: _____ Case number: _____

Signatures:

Principal: _____ Employee: _____

Nurse: _____ Counselor: _____