

CHILD ABUSE AND NEGLECT REPORTING PROCEDURES

454-Rule

I. Definitions

The following definitions are according to state law.

A. "Abuse" means any of the following:

- 1) Physical injury inflicted on a child by other than accidental means.
- 2) Sexual intercourse or sexual contact under s.940.225, 948.02 or 948.025
- 3) Sexual assault of a student by school staff
- 4) Permitting, allowing or encouraging a child to engage in prostitution
- 5) Causing a child to view or listen to sexual activity
- 6) Causing a child to expose genitals or pubic area or exposing genitals of pubic area to a child
- 7) Emotional Damage. (see 48.02 (1)(gm))

B. "Neglect" means failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

C. "Emotional Damage" means harm to a child's psychological or intellectual functioning as defined by 48.02 (5j).

The following reporting procedure will be used when referring a child for suspected abuse and/or neglect:

II. Suspected Physical Abuse, Sexual Abuse, or Neglect

- A. The employee has the responsibility to refer suspected child abuse or neglect as soon as possible on the same day as the information becomes available.

- B. The employee should contact the school social worker for consultation prior to making the referral when possible. The school social worker will assist with the referral and communicate with parent(s) when deemed necessary. If the school social worker is unavailable, the employee will contact a member of the student services team (school counselor or school psychologist) or the building principal prior to making the referral. Any consultation with the school social worker, student services staff, or building principal may not delay the report beyond the time the student leaves the supervision of school staff on the day suspected, or threatened, abuse or neglect occurs.
- C. The school employee who suspects abuse or neglect is responsible for ensuring that a referral is made to the appropriate agency. If any doubt exists as to whether or not to refer, such doubt should be resolved in favor of the referral.
- D. Reports of suspected child abuse or neglect will be made to Dane County Department of Human Services (261-5437), the Waunakee Police Department (849-4523), or the Dane County Sheriff's Department (267-4936).
- E. The telephone report to Dane County Department of Human Services or law enforcement will be followed as soon as possible with a written report using the district Child Abuse/Neglect referral form. The Director of Student Services will be provided with this report within twenty-four (24) hours. This report will describe the facts and circumstances contributing to a suspicion of child abuse or neglect or to the belief that child abuse or neglect will occur.
- F. The Waunakee Community School District will maintain as confidential any and all information pertaining to the suspected child abuse or neglect report and to share that information only with those individuals provided for under state law.

III. Student Interviews

County agencies making child abuse investigations may contact, observe, or interview the child at school without permission from the student's parent/guardian or legal custodian if necessary to determine if the student is in need of protection or services. They may also conduct their investigations without the presence of a school official at their discretion.

IV. Training

Every Waunakee Community School District employee must receive an initial training about child abuse approved by the Department of Public Instruction within the first six months after commencing employment with the district. All employees must receive this DPI training at least once every five years after the initial training.

Additionally, every school staff member in the Waunakee Community School District will be provided with an annual refresher training by October 15th of each school year regarding:

- 1) The Waunakee Community School District child abuse/neglect policy.

- 2) Child abuse/neglect reporting procedures and laws.
- 3) Identification of child abuse/neglect.

The school social workers will work with the Director of Student Services in completing this training.

Legal Ref.:	Section	2011 Wisconsin Act 81 48.02(1)(5j) 48.891 Wisconsin Statutes 940.225 944.30 948.02 948.025 948.05 948.055 948.10
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Cross Ref.:	347-Rule (1), Student Record Procedures 512, Sexual Harassment
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Adopted:	4/22/91
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Revised:	March 1994 September 1994 March 2012 April 2020
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