



CPS REPORTING PROCEDURES

Richmond Public Schools
2022-2023 Edition

Culture, Climate and Student Services
(804) 780-6070
Email: keepkidssafe@rvaschools.net

Introduction

According to VA Code §63.2-1509 any teacher or other person employed in a public or private school, kindergarten or nursery school; are considered mandated reporters. If the employee has reason to suspect that a child is an abused or neglected child, they shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline. The following information outlines the procedures for RPS school personnel to report child abuse or neglect.

What is Child Abuse?

§63.2-100 of the *Code of Virginia* defines an abused and/or neglected child as any child under 18 whose parent or other person responsible for the child's care (1) Causes or threatens to cause a non-accidental physical or mental injury, (2) Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care, (3) Abandons the child, (4) Fails to provide adequate supervision in relation to the child's age and developmental level, (5) Commits or allows to be committed any illegal sexual act upon a child including incest, rape, fondling, indecent exposure, and prostitution or allows a child to be used in any sexually explicit visual material.

Required Reporting

§63.2-1509A of the *Code of Virginia* requires teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect that may have occurred both *within* and *outside* of the school setting. School employees reporting in good faith are immune from civil and criminal liability pursuant to §63.2-1512 of the Code. Reports can be made by calling your local social services department or the Child Abuse and Neglect Hotline. **In lieu of a report to the local social services department or the Hotline, §63.2-1509A of the Code permits school employees to immediately notify the person in charge or his/her designee who "shall make a report forthwith."**

Richmond Department of Social Services Response

After a report is made, and accepted, a child protective services (CPS) social worker will interview the child and siblings. The interview may occur at school. Parental consent to interview at school is not necessary pursuant to §63.2-1518 of the *Code of Virginia*. The CPS social worker will also interview the parents or caretakers, the alleged perpetrator, and other persons having information about suspected abuse or neglect. The CPS social worker will conduct a child safety assessment; determine if child abuse or neglect occurred or if there is risk of harm; and develop a safety and services plan with the family when indicated. The primary goal of child protective services is to strengthen and support families in preventing the (re)occurrence of child maltreatment through community-based services.

CPS Reporting Procedures

Please follow these steps:

1. All school principals and directors (i.e. Pupil Transportation, Safety and Security, etc.) must identify the Designated School Personnel (DSP) for the purposes of responding to reports of suspected child abuse/neglect. The DSP **MUST** be the school principal/director or his/her administrative designee. The DSP **primary** and **alternate** names must be forwarded to the appropriate Principal Director and Director of Culture, Climate and Student Services.
2. *Anytime any school employee* receives information or observes a child as being abused or neglected, the school employee **MUST** report this situation to the **Designated School Personnel (DSP)**.
3. If the student needs medical attention, the student should be escorted to the clinic/school nurse for first aid treatment. If the clinic/school nurse personnel determine the student is in need of intensive/extensive treatment, EMS is contacted (911). Safety and Security must be notified via telephone at 780-8550 of all 911 calls, calls to law enforcement and complaints against staff.
4. The DSP **MUST** report **ALL** incidents to Child Protective Services (CPS) immediately. **No exceptions. The report must be made to CPS regardless of whether or not the DSP believes the reported incident is factual.**
5. The incident **MUST** be documented on the attached CPS Reporting form.
 - a. Immediately report the incident to CPS hotline: 804-646-0438 (Richmond) or 1-800-552-7096 (state) plus ensure form is completed in its entirety.
 - b. All reports should be documented even if CPS declines to take the case.
6. Email the completed form to the Department of Culture, Climate and Student Services office via email at **keepkidssafe@rvaschools.net** immediately of the reported incident.
7. The appropriate Principal Director **MUST** be notified immediately regarding the reported incident. If the alleged abuser is an RPS employee, the Employee Relations Office **MUST** be notified immediately at employeerelations@rvaschools.net.
8. Child Protective Services will assess the reported incident, and determine if report is accepted, then determine if an investigation is warranted.

9. School personnel must cooperate with CPS personnel and/or Court Appointed Special Advocates (CASA) during this investigation. The interview may occur at the school. Per the Code of Virginia, parental consent is not required and school staff is not permitted to interfere with the CPS investigation. Schools should provide a private room for the investigation. ***Please note, if RPS takes pictures to document injuries, images should be captured using RPS technology. Pictures can be emailed to CPS upon request but must be password protected or encrypted before sending. Images may also be printed and shared in person. Any photos submitted to CPS should also be included with this document.**
10. Once CPS has completed its investigation, the results will be disseminated to the Designated School Personnel.
11. All reports of suspected child abuse/neglect **MUST** be treated with extreme confidentiality. Discussing such cases with uninvolved persons will be considered a breach of professionalism and FERPA, and will be subject to discipline through the Talent Office.
12. The CPS reporting forms are confidential documents. Prior to sharing, contact the Director of Culture, Climate and Student Services if copies of documents are requested.

School Based Principal / Director

CHECKLIST	Y/N	Date
Selected primary and alternate Designated School Personnel (school principal and administrative designee)		
Forwarded DSP names to the appropriate Principal Director and Director of Culture, Climate and Student Services		
Reviewed CPS reporting procedures with all staff within the first 30 days of school		
Provide sign in sheet of staff training within 48 hours of training to the Department of Culture, Climate and Student Services via email: keepkidssafe@rvaschools.net		
Ensured new employees receive training		
Maintain confidential file of forms – it may be electronic		



RICHMOND PUBLIC SCHOOLS
CONFIDENTIAL
CPS REPORTING FORM

Instructions: To be completed immediately upon knowledge or suspicion of child abuse or neglect. A copy of the completed form is to be submitted to the Department of Culture, Climate and Student Services via email at **keepkidssafe@rvaschools.net** immediately of the reported incident.

REPORTER (name of person completing form)

Date: _____ Time: _____ School/Dept: _____
Name: _____ Title: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Principal/Director/Designee: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: (last) _____ (first) _____ (mi) _____
DOB: _____ Grade: _____ Gender: Male Female
Ethnicity: _____ Special Education: Yes No
Address: _____ City: _____ Zip: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____

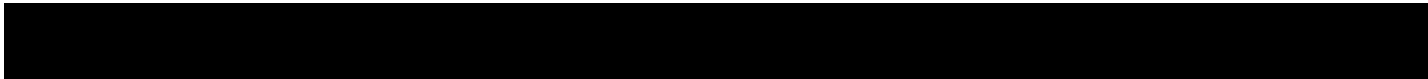
Parent/Guardian Name: (last) _____ (first) _____ (mi) _____
Address (if different than child): _____ City: _____ Zip: _____
DOB: _____ Gender: Male Female Ethnicity: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____

ALLEGED OFFENDER

Name: (last) _____ (first) _____ (mi) _____
Aliases/Nickname: _____ Relationship to Victim: _____
DOB: _____ Gender: Male Female Ethnicity: _____
Address: _____ City: _____ Zip: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____
Comments: _____

INCIDENT

Date: _____ Time: _____
Location (i.e. bus, classroom): _____
Address of Incident (if different than school): _____ City: _____ Zip: _____



INCIDENT (continued)

Alleged Maltreatment (check all that apply):

Neglect	Physical	Sexual	Emotional
<input type="checkbox"/> Lack of medical care	<input type="checkbox"/> Cuts, bruises, welts	<input type="checkbox"/> Sexualized Behavior	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Lack of supervision	<input type="checkbox"/> Burns	<input type="checkbox"/> Age Inappropriate Sexualized Behavior	<input type="checkbox"/> Threats
<input type="checkbox"/> Lack of basic needs (shelter, food clothing)	<input type="checkbox"/> Unexplained injuries	<input type="checkbox"/> Sexual Disclosure	<input type="checkbox"/> Verbal Abuse
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Broken bones	<input type="checkbox"/> Exposed to Pornography	<input type="checkbox"/> Suicidal Ideation
<input type="checkbox"/> Injurious Environment	<input type="checkbox"/> Cruel punishment		
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

If "Other", describe: _____

* In cases of Suicidal Ideation, parent/guardian does not protect well-being of child §22.1-272.1 requires report.

1. Describe the nature and the extent of the current injury to the child or the circumstances leading to suspicion that the child is a victim of abuse or neglect:

2. Describe the student's account of the incident:

- *Who?* _____
- *What?* _____
- *Where?* _____
- *Why?* _____
- *How?* _____

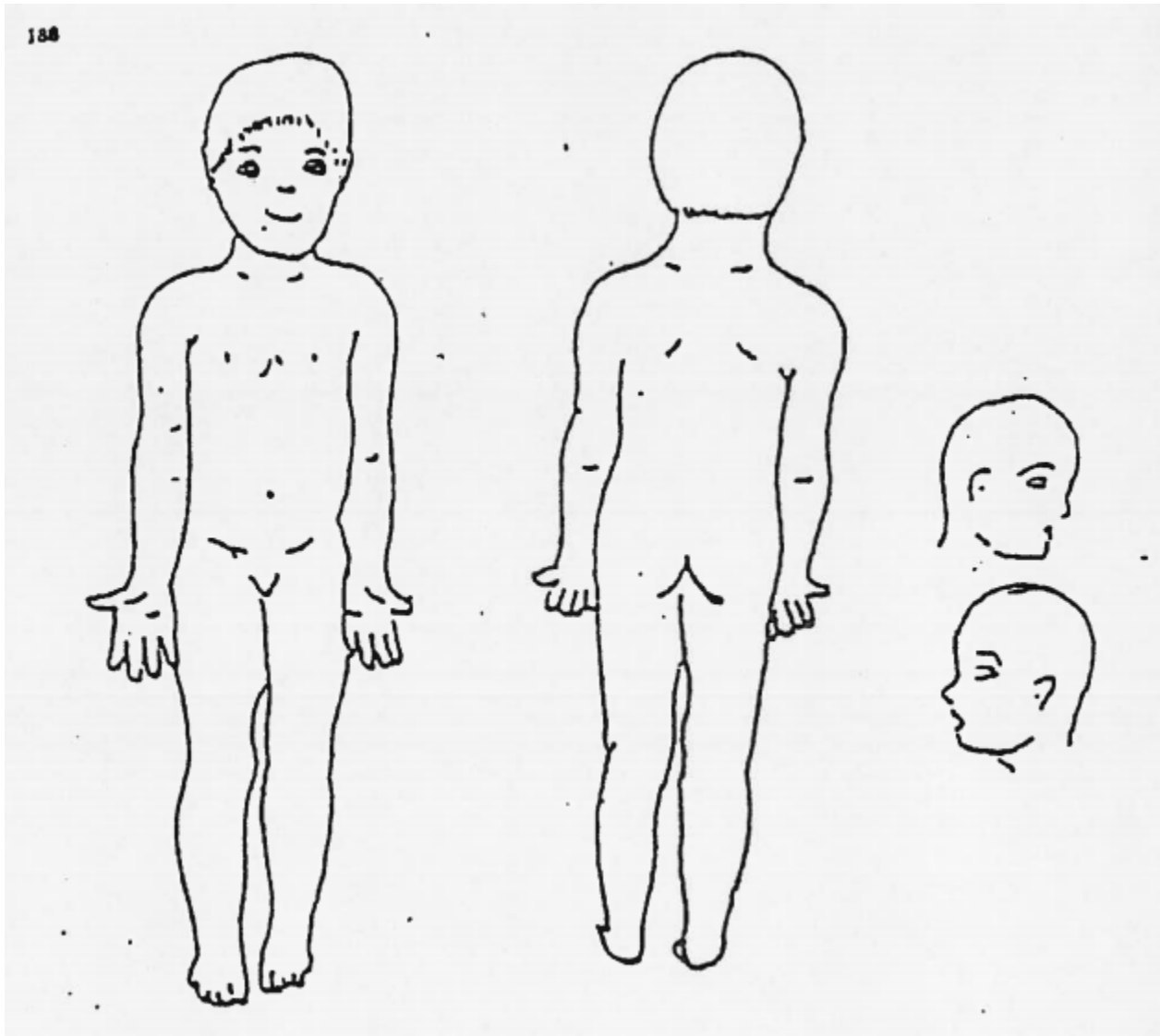
3. Witness or others who may have knowledge of the situation (name, relationship to child, address and phone number):

4. Describe previously known or suspected abuse to student or siblings:

5. State any information available to you which would be of aid in establishing the cause of the injuries and/or neglect:

6. Describe the child's special needs or disabilities that may be relevant to this report:

INCIDENT – BODY ASSESSMENT (continued)



Symbols:

- A – Abrasion
- Bl – Blister
- Bu – Burn
- Br – Bruise
- La – Laceration
- Le – Lesions
- S – Scar
- R – Rash
- V – Vermin
- O – Other (describe)

Severity:

- Mild – (1)
- Moderate (2)
- Severe (3)

CPS NOTIFICATION

Richmond CPS Hotline (804) 646-0438 or State CPS Hotline 1-800-552-7096

7. Was the incident reported to CPS?

Yes No

Date: _____ Time: _____

CPS Hotline Counselor's name/ID #: _____

Oasis #: _____

MEDICAL ATTENTION

8. If medical attention was needed, was the child taken to the school nurse by the Principal/Director/Designee?

Yes No

Date: _____ Time: _____

*Please indicate visible signs of physical injury on the attached diagram

9. If determined by the Principal/Director/Designee and or school nurse that the student is in need of intensive/extensive treatment, was emergency medical services (EMS/911) contacted?:

Yes No

Date: _____ Time: _____

10. Was RPS Safety and Security notified?
(Required for EMS or RPD involvement.)
(Required if allegation against staff.)

Yes No

Date: _____ Time: _____

RICHMOND PUBLIC SCHOOLS ADMINISTRATION

11. Was the appropriate Supervisor/Director notified?

Yes No

Date: _____ Time: _____

Comments: _____

12. If the alleged offender is an RPS employee, was the Talent Office notified? (Required):

Yes No

Date: _____ Time: _____

Comments: _____

Resources

	Telephone	Email
Child Protective Services - Hotline		
Local - Richmond	804-646-0438	
State	800-552-7096	

Emergency Services		
	911	

Culture, Climate and Student Services		
<i>RPS Designated CPS Liaison for Children:</i>		
Angela Jones, Director	804-780-6070	ajones2@rvaschools.net
		keepkidssafe@rvaschools.net
		<i>(Email for submitting CPS report)</i>

Employee Relations Office		
<i>RPS Designated CPS Liaison for Staff Complaints:</i>		
Dr. Teresa Anderson, Director	804-659-2042	tanders2@rvaschools.net
		employeerelations@rvaschools.net
		<i>(for reports involving RPS staff)</i>

Safety and Security		
<i>RPS Designated CPS Liaison for Emergency Call</i>		
Mauricio Tovar, Director	804-780-8550	mtovar@rvaschools.net