

# YOU ARE A MANDATED REPORTER

The State of Georgia requires by law that any school personnel or volunteer at the school having cause to believe that a child under the age of eighteen has been abused must report such incidents.

“Child abuse” means:

1. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;
2. Neglect or exploitation of a child by a parent or caretaker;
3. Sexual assault or exploitation of a child.

## Proper procedures for reporting suspected abuse/neglect cases in the Appling County School System are as follows:

- All employees and volunteers noting possible signs of abuse/neglect must notify their school administrator or school counselor **immediately** of their concerns.
- The administrator or school counselor **must** report the suspected abuse/neglect within 24 hours to the Department of Family and Children Services (DFCS) by submitting the Georgia Child Protective Services Mandated Reporter Form online at <https://cps.dhs.ga.gov> OR calling **1-855-422-4453** and completing the Georgia Child Protective Services Mandated Reporter Form. Forms are located on the Q drive under Student Services.
- The Georgia Child Protective Services Mandated Reporter Form must be signed and dated by the Administrator and sent to the student services coordinator along with the delivery verification from DFCS.
- The student services coordinator will act as liaison between the school and DFCS.
- The student services coordinator must notify the superintendent of all abuse/neglect referrals submitted to DFCS.
- It is the responsibility of the Department of Family and Children Services to investigate these reports and take appropriate action.
- Educators are exempt from prosecution for reporting suspected abuse/neglect even if it is not proven in court. However, **not reporting** is a misdemeanor and may result in prosecution.

If you have any questions see your school counselor or contact Julie Osborne at the Board of Education 367-8600 ext.152