

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 420 – Mandated Reporting of Child Abuse or Neglect

1.0 Purpose

- 1.1 To describe procedures for reporting of knowledge or reasonable belief of physical or sexual abuse or neglect of children and vulnerable adults in the Roseville Area Schools.
- 1.2 To clarify that the procedures which follow are intended to provide school personnel and their designees with support and assistance in meeting their reporting obligation.
- 1.3 To clarify the need for immediate response to and reporting of suspected maltreatment of children and vulnerable adults.

2.0 Reporting Procedures

- 2.1 All school personnel and their designees are responsible, as mandated reporters, to report when they first know or have reason to believe that a child or vulnerable adult is being abused or neglected. See District Policy 420 for definitions and general reporting requirements.
- 2.2 The reporter will notify the school counselor, school social worker, school nurse or building principal the same day he/she first knows or has reason to believe that a child or vulnerable adult is being physically or sexually abused or neglected. When the school counselor, social worker or school nurse is the one notified, he or she will notify the principal of the concern the same day.
- 2.3 If the principal, nurse, counselor or school social worker is not on site, the concerned staff member will contact the school health assistant or office staff for assistance in locating them. Incidents of suspected physical abuse or injury must be assessed by a licensed school nurse, whenever possible.
- 2.4 In cases of suspected physical abuse, the school nurse will interview, observe and examine the student. It is imperative that the nurse be involved promptly so that possible injuries and/or the student's general condition can be assessed, documented and treated, if necessary. If sexual abuse is known or believed, there will be no physical exam conducted.
 - 2.4.1 When physical abuse is suspected, the local law enforcement agency should be contacted to photograph the injury. County Child Protection Intake should also be notified.
- 2.5 Depending upon the situation, either the principal/building administrator, the school counselor, social worker or school nurse may take the lead to ensure adherence to these procedures.

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- 2.6 When there is reason to believe that maltreatment may have occurred, an oral report (telephone) will be made to Ramsey County Child Protection within 24 hours:

- Ramsey County Child Protection 651-266-4500
(Evenings & weekends 651-291-6795)
- Minnesota Department of Education 651-582-8546
(only when the suspected abuse occurred in a school setting)

- 2.6.1 When there is a physical injury or when directed by Ramsey County Child Protection, contact the law enforcement agency where the child resides. The following cities are under the patrol services of the Ramsey County Sheriff's Department. The number to call to report a crime or for additional information is 651-484-3366.

- Little Canada
- North Oaks
- Falcon Heights
- Vadnais Heights
- Arden Hills
- Shoreview
- White Bear Township

The following cities have their own police agency:

- Maplewood 651-777-8191 (24 hrs.)
- Roseville 651-792-7008
- Lauderdale (St. Anthony Police) 612-782-3350

- 2.6.2 If there is any doubt where the alleged abuse or neglect occurred, call the Ramsey County Sheriff's Department at 651-484-3383, and they will give direction to the responsible law enforcement agency.

- 2.7 If there is a concern for the physical safety of the child:

- 2.7.1 Do not send the child home regardless of the hour.

- 2.7.2 Seek advice from Child Protection Intake or the local law enforcement agency as to the immediate protection of the child.

- 2.7.3 Provide temporary care and intervention for the child through the local police. Only the police have the legal right to make temporary, emergency placements.

- 2.8 If Child Protection Intake or law enforcement indicates the child is to be taken to the hospital for an exam, the school nurse if requested, may ride with (but not transport) the child and remain with the child until the exam is completed. School personnel are not responsible to transport the child.

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3.0 Written Reports and Record Maintenance

- 3.1 The oral report will be followed by a written report no later than the following school day or within 72 hours, whichever is sooner. The date and time of the oral report should be documented on the written report, the Confidential Report of Suspected Maltreatment. The written report will be completed by the mandated reporter, the school nurse, school social worker or principal/administrator, and signed by the reporter.
- 3.2 The written report will be sent to the appropriate child protection **or** appropriate law enforcement agency **or** the Minnesota Department of Education regardless of whether the agency indicates that it will act upon the report.
- 3.3 One copy of the written report will be sent to the Office of the Director of Student Services in an envelope marked “Confidential” in accordance with School District Policy 420.
- 3.4 All maltreatment reports and follow-up correspondence will be stored in a confidential file maintained in the Office of the Director of Student Services and will not be kept at the school building site.
- 3.5 The records may be maintained for a period of four (4) years. Alleged perpetrators of maltreatment possess the right to request destruction of maltreatment records where there has been no determination of either maltreatment or a need for services. Records shall be destroyed within thirty (30) days upon proper request.
- 3.6 All records regarding a report of maltreatment, including any notification of intent to interview that was received by the school shall be destroyed by the district when ordered to do so by the agency conducting the investigation.

4.0 Participation in the Investigative Process

- 4.1 No provision in Minnesota Statute provides for the direct participation in any manner of the School District and its employees in the investigation of child neglect or abuse. The local welfare agency, the Minnesota Department of Education and the local law enforcement agency have the specific authority to interview without parental consent the alleged victim and any other minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and outside of the presence of the alleged perpetrator or parent, legal custodian or guardian.
 - 4.1.1 When the investigating agency determines that an interview should take place on school property, written notification must be received by school officials prior to the interview.
 - 4.1.2 The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to

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conduct the interview on school property. For interviews conducted by county child protection, the notification must be signed by the chairman of the County Welfare Board or his designee.

- 4.1.3 The notification should be sent by the school to the Director of Student Services following the same procedure as in Section 3.3.
- 4.1.4 The time, place and manner of the interview on school premises shall be within the discretion of the building principal. The conditions as to time, place and manner of the interview as set by the school principal shall be reasonable and the interview must be conducted not more than 24 hours after the receipt of the notification unless another time is deemed necessary by agreement between school officials and county child protection.
 - 4.1.4.1 A building administrator or designee must be present in the building whenever the investigating agency determines that an interview should take place on school property.
 - 4.1.4.2 Whenever possible, the educational program should not be disrupted by calling a student out of class.
 - 4.1.4.3 The interview should be conducted in a private room.
 - 4.1.4.4 School officials may be excluded from the interview at the discretion of investigating agency.
 - 4.1.4.5 School officials shall not disclose to the parent, legal custodian, guardian, or alleged perpetrator that a request to interview the child has been made until after the investigation has been concluded.
- 4.1.5 If written notification has not been received, the principal shall not allow the interview to take place and should contact the Director of Student Services for further instructions.

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