

PLEASANTON UNIFIED SCHOOL DISTRICT

Office of Personnel Services

MEMORANDUM

TO: Employees of the Pleasanton Unified School District

SUBJECT: Child Abuse Reporting Requirements

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Effective January 1, 1985, all district employees who meet the definitions specified below must acknowledge that they are aware of the provisions of Section 11166 of the Penal Code. This section requires:

*Any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within 36 hours of receiving the information concerning the incident.*

*“Child care custodian” includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by the article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensees, administrators, and employees of licensed community care of child day care facilities; Head Start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities and social workers or probation officers; or any person who is an administrator or presenter of, or a counselor, in a child abuse prevention program in any public or private school.*

*In the Pleasanton Unified School District, the Student Services Department is responsible for ensuring the District’s compliance with all child abuse reporting requirements. Any specific questions related to actual reporting procedures and forms to be used may be directed to the Student Services Department at 426-4290.*