

BOARD POLICY REGARDING SUSPECTED ABUSE OR NEGLECT OF A CHILD

It is the policy of the Lyon County School District that reports be made by all school employees and volunteers who, in their occupational capacities, know or have reason to believe that a child has been abused or neglected.

Any person who is required to make a report pursuant to NRS 432B.220 may not invoke any of the privileges set forth in NRS 49:

- a. For failure to make a report pursuant to NRS 432B.220;
- b. In cooperating with an agency which provides child welfare services or a guardian ad litem for a child; or
- c. In any proceeding held pursuant to NRS 432B.410 to 432B.590, inclusive.

Under Chapter 432B of the Nevada Revised Statutes, the following school employees who, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected have an affirmative duty to report such abuse and neglect:

- a) Nurse
- b) Psychologist
- c) Emergency medical technician
- d) Social worker
- e) Administrator
- f) Teacher
- g) Librarian
- h) Counselor
- i) Speech Pathologist and Audiologist
- j) Physical/Occupational/Music therapist
- k) Any adult person who is employed by an entity that provides organized activities for children

The Superintendent shall develop a regulation which will improve and aid in the reporting by school employees of suspected child abuse or neglect.

Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file. (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state.) The district shall provide or make available training for all school employees and volunteers which will aid in the reporting of suspected child abuse and neglect.

Nothing in this policy or ensuing administrative regulations shall be interpreted to be counter to statute or to in any way prevent the reporting of suspected child abuse or neglect.

Reference: NRS 432B.220

Policy #JHG
Revised 11/24/15

**ADMINISTRATIVE GUIDELINES
FOR POLICY REGARDING
SUSPECTED ABUSE OR NEGLECT OF A CHILD**

1. All school personnel including employees and volunteers must report any suspected case child abuse or neglect. No district employee is expected or authorized to contact non-school district individuals or agencies in order to investigate or obtain additional information or to verify report information.
2. Employees and volunteers may make these reports to the school administrator or counselor who will immediately gather the required data for the report and verbally, via telephone, make the report to an agency which provides protective services or to a law enforcement agency. If the counselor determines that photographs or other tests are likely to be needed, capable agencies should be notified.
3. The administrator or counselor shall complete the *REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT* to include all required data, if obtainable, on the same day of the verbal report to include:
 - a) The name, address, age and sex of the child;
 - b) The name and address of the child's parents or other person responsible for his care;
 - c) The nature and extent of the abuse or neglect of the child;
 - d) Any evidence of previously known or suspected abuse or neglect of the child or the child's siblings;
 - e) The name, address and relationship, if known, of the person who is alleged to have abused or neglected the child;
 - f) Any other information known to the person making the report that the agency which provides protective services considers necessary;
 - g) The date of the report;
 - h) The exact time of the report;
 - i) The agency receiving the report; and
 - j) The individual receiving the report.
4. The original of the form shall be forwarded via registered mail to the agency receiving the report.
5. Copies of the form will be maintained in a single secure location within the school by the administrator or counselor. This copy shall also include any known agency response to the report, including the time and date and the individual making the response. The only purpose for maintaining records of child abuse or neglect is to provide evidence that a report was filed, and for no other reason.
6. Monthly summaries of report activities shall be submitted to the Director of Special Services.

7. All information concerning reports and investigations are confidential, and nothing in sections 2-7 of this regulation shall be construed to allow violation of that confidentiality.
8. Any teacher, school nurse, health technician, psychologist, or administrator shall offer any assistance needed by the administrator or counselor in making reports.
9. Any counselor, teacher, school nurse, health technician, psychologist or administrator shall, to the best of his/her ability, cooperate and participate in child protection teams if formed.
10. Any counselor, teacher, school nurse, health technician, psychologist, or administrator shall participate, where appropriate, in a systematic approach to the treatment of abused or neglected children when the treatment plan involves the school system and at-school social systems of the child.
11. All school employees and volunteers shall cooperate in the investigation by authorized agencies of suspected child abuse and neglect, including permitting or assisting in any interview or photography of the child. The notification of the person responsible for the child's welfare that an interview or other investigative technique has taken place is the responsibility of the designee of the agency investigating and is not to be completed by any school employee or volunteer.
12. The school district shall disseminate this regulation and the school district policy on child abuse and neglect to all employees and volunteers, and make available to all employees and volunteers the related statutes.
13. Nothing in this regulation is intended to prevent a direct report by any employee or volunteer of a suspected child abuse or neglect to an agency which provides services or law enforcement agency; nothing in this regulation is intended to cause those employees legally required to report (nurse, psychologist, emergency medical technician, social worker, administrator, teacher, librarian, or counselor) who have made a direct report to an agency to also make the report through the school district protocol.
14. Any employee or volunteer who fails to report sexual misconduct, abuse, or neglect as provided by this regulation will be subject to discipline. Any employee or volunteer who knowingly and willfully violates the provisions of NRS 432B.220 concerning reports of sexual misconduct, abuse, or neglect is guilty of a misdemeanor (see NRS 432B.240).
15. Immunity from civil or criminal liability extends to school district employees and volunteers who in good faith make mandatory reports or perform other acts set forth under NRS 432B. See NRS 432B.160 for details and exceptions.
16. A copy of the *Report of Suspected Child Abuse or Neglect* form is attached.

CHILD ABUSE AND NEGLECT REPORTING FORM

Name(s) of child(ren) involved:

Birthdate(s) and age(s):

1. _____
2. _____
3. _____
4. _____
5. _____

1. _____
2. _____
3. _____
4. _____
5. _____

Current whereabouts _____

Phone # _____

Father's name _____ Address _____ Phone _____

Mother's name _____ Address _____ Phone _____

Siblings' names (if not listed above)

Birthdate(s) or age(s)

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

Date abuse/neglect occurred _____ Dates observed abuse/neglect _____

Type of abuse/neglect _____

Person inflicting/causing abuse/neglect _____

Reported by: Name _____ Address _____ Phone _____

Title or relationship to child of person reporting _____

Seen by doctor: Yes No Name and address _____

Action taken and comments: _____

