

# PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

4200 Ashe Road  
Bakersfield, CA 93313

## PROCEDURAL CHECKLIST FOR CHILD ABUSE REPORTING

Section 11166 of the Penal Code and District Board Policy 5141.4 require that all certificated or classified employee report any known or suspected instance of child abuse/neglect to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information. All district employees and substitute employees are considered MANDATED REPORTERS.

### Procedure for Reporting Suspected Child Abuse

1. Obtain child's enrollment card from the school office. Use this information to complete the form and provide Child Protective Services with personal information about the child and family.
2. Obtain from the school office the "Suspected Child Abuse Report Form #SS 8572." This form is to be completed within 36 hours. You are to mail all copies of this form, except the last page, a yellow copy, to:

**Kern County Welfare Department  
Child Protective Services  
P.O. Box 511  
Bakersfield, CA 93302**

NOTE: The above information may also be faxed to Child Protective Services, but please followup with the mailed copy. You may FAX reports to **631-6568**. The FAX machine is **only available on weekdays** from **8:00 a.m. to 5:00 p.m.**

3. If the child is in imminent danger or has major medical needs, call 911.
4. To call Child Protective Services and consult with a social worker or to give the required information, use the telephone number **631-6011**. This is a 24-hour line that can be used weekdays, weekends and holidays. If you make a report after 5:00 p.m., you must call the 24-hour hotline.
5. Write down the date, time, and name of the person to whom you are reporting. This information is required on the written report.
6. Say "I want to report a case of suspected child abuse." Information that may be asked of you:
  - a. Your name, as the reporting party.
  - b. Name of school, school address, and phone number.
  - c. Name of child and personal data of child.
  - d. The nature and extent of the injury or suspected abuse.
7. It is suggested that the yellow copy be placed in a file folder labeled "Completed Suspected Child Abuse Reports" in the school office. You may omit your name from this form if you wish to remain anonymous. Do **not** place this form in the student's cumulative file. You may keep a copy for your personal documentation. **All information is strictly CONFIDENTIAL.**
8. Once you make a "suspected" child abuse report, it is suggested that you inform your immediate supervisor or building administrator. Again, if anonymity is desired, simply mail a copy to your supervisor omitting your name and contact information.



Print

**SUSPECTED CHILD ABUSE REPORT**

Reset Form

To Be Completed by Mandated Child Abuse Reporters  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER Mary Mandated		TITLE Teacher		MANDATED REPORTER CATEGORY Teacher	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Sundown Elementary School		Street 321 Main Street	City Bakersfield, CA.	Zip 93303	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ( 661 ) 555-5555		SIGNATURE		TODAY'S DATE August 19, 2009	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY Kern County Child Protective Services			
	<input checked="" type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS P.O. Box 511, Bakersfield, CA. 93302		Street P.O. Box 511, Bakersfield, CA. 93302	City Bakersfield, CA.	Zip 93302	DATE/TIME OF PHONE CALL 08/19/02 @ 1:09 AM
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE) Doe, Jane		BIRTHDATE OR APPROX. AGE 02/02/02		SEX F	ETHNICITY W
	ADDRESS 222 Backpack Lane, Bakersfield, CA. 93302		Street 222 Backpack Lane, Bakersfield, CA. 93302	City Bakersfield, CA.	Zip 93302	TELEPHONE ( 661 ) 444-4444
	PRESENT LOCATION OF VICTIM 321 Main Street, Bakersfield, CA. 93302		SCHOOL Sundown Elementary		CLASS Ms. Mandated	GRADE 4
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	OTHER DISABILITY (SPECIFY) None		PRIMARY LANGUAGE SPOKEN IN HOME English	
	IN FOSTER CARE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				
	RELATIONSHIP TO SUSPECT Teacher		PHOTOS TAKEN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNK	
	TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
<b>D. INVOLVED PARTIES</b>	<b>VICTIM'S SIBLINGS</b>					
	1. NAME Doe, Johnny		BIRTHDATE 03-03-2000		SEX M	ETHNICITY W
	2. _____		3. _____		4. _____	
	<b>VICTIM'S PARENTS/GUARDIANS</b>					
	NAME (LAST, FIRST, MIDDLE) Doe, Janna		BIRTHDATE OR APPROX. AGE 35		SEX F	ETHNICITY W
	ADDRESS 222 Street, Bakersfield, CA. 93303		Street 222 Street, Bakersfield, CA. 93303	City Bakersfield, CA.	Zip 93303	HOME PHONE ( 661 ) 777-7777
	NAME (LAST, FIRST, MIDDLE) Doe, John		BIRTHDATE OR APPROX. AGE 40		SEX M	ETHNICITY W
	ADDRESS 222 Street, Bakersfield, CA. 93303		Street 222 Street, Bakersfield, CA. 93303	City Bakersfield, CA.	Zip 93303	HOME PHONE ( 661 ) 777-7777
	BUSINESS PHONE ( ) UNKNOWN		BUSINESS PHONE ( ) UNKNOWN			
	<b>SUSPECT</b>					
SUSPECT'S NAME (LAST, FIRST, MIDDLE) Doe, John		BIRTHDATE OR APPROX. AGE 40		SEX M	ETHNICITY W	
ADDRESS 222 Street, Bakersfield, CA. 93303		Street 222 Street, Bakersfield, CA. 93303	City Bakersfield, CA.	Zip 93303	TELEPHONE ( 661 ) 777-7777	
OTHER RELEVANT INFORMATION Mr. Doe has been hostile with school personnel in the past.						
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT 08/18/09 PM		PLACE OF INCIDENT Child's Home - Address Above			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)  Jane has an one inch purple bruise above her right eye. Jane says her father pushed her down and she fell and hit her face against her bedroom doorway. She stated, "My dad got mad because my room was messy. He pushed me down and I hit my face on the doorway. I am scared he'll beat me cause I told." Jane and her brother, Johnny, are often very dirty and hungry when they arrive to school. No physical injuries have been noticed in the past.					

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party



### ***What Is Child Abuse and Neglect?***

Child abuse is non-accidental physical injury inflicted on a child by a parent or guardian. Child neglect is any treatment that threatens the child's health, safety or welfare. Abuse and neglect can be categorized as follows:

- ***Sexual Abuse*** is any sexual act by an adult in the presence of a child, or to a child.
- ***Physical Abuse*** is bodily injury inflicted on a child by other than accidental means.
- ***Emotional Abuse*** is non-physical mistreatment that endangers a child's emotional health.
- ***General Neglect*** is the failure to provide adequate food, clothing, shelter, medical treatment or supervision where no physical injury to the child has occurred.
- ***Severe Neglect*** refers to situations where the child's health and life is endangered, including severe malnutrition and failure to thrive.
- ***Exploitation*** is forcing or coercing a child into performing activities that are beyond the child's capabilities or which are illegal or degrading.

### ***Why Do People Abuse Children?***

There is no one answer to this question. Most everyone has the potential to abuse a child at some time. Here are some common characteristics and possible factors that may cause a parent or guardian to abuse a child:

- Lack of knowledge and understanding of age appropriate behaviors
- Inability to properly cope with the pressures of life
- Socially isolated, no support group (in the form of family or friends) to help tired or overwhelmed people
- Disruption of family structure, such as divorce or death
- Poverty
- Unemployment
- Alcohol or drug abuse
- History of child abuse or neglect in their own family of origin
- Low self-esteem
- Poor health of a parent or guardian

### ***Common Indicators of Child Abuse and Neglect***

- Repeated or suspicious injuries or "accidents"
- Neglected appearance; dirty and hungry, not dressed appropriately for the weather
- Passive or withdrawn behavior
- Disruptive behavior at home or school
- Sudden personality change
- Sexual acting out or inappropriate sexual knowledge
- Sudden onset of eating disorders
- Child lacking in medical or dental care
- Disclosure of abuse or neglect by the child



While some of these factors may exist in any home, it is the extreme or persistent presence of these factors that indicate a degree of abuse or neglect. A messy or untidy home does not necessarily mean the home is unfit or that the child is a victim of neglect.

Trained investigators and medical professionals have a great deal of knowledge about the nature of a particular injury to a child. This information is used to distinguish accidental injuries from suspected physical abuse.

### ***When and How Do I Report Suspected Abuse and Neglect?***

If there is imminent danger call 911

24 Hour Hotline number is (661) 631-6011

- A number of people in various professions are required by law to report suspected child abuse and neglect and are considered Mandated Reporters.

When you report suspected child abuse or neglect, please provide as much information as possible with regard to the situation-child's name, parent's name, address, phone number and the reason why you are concerned. You do not have to give your name, but it helps us if we have further questions. If you do give us your name, your identity is kept strictly confidential.

Mandated Reporters may call (661) 633-7227 or send referrals by fax (661) 631-6568. Although mandated reporters must disclose their identity, this information is confidential and cannot be released without a court order.

### ***What Happens After I Make A Report of Child Abuse or Neglect?***

Once a report of suspected child abuse or neglect has been made, various steps are taken as a part of the resolution process. These steps generally involve the Child Welfare Services and the Juvenile Court. The resolution process consists of four main components:

1. ***Emergency Response.*** The Child Welfare Service's investigation will determine if abuse or neglect is occurring, if a child is at risk in the home, and if protective custody is necessary.
2. ***Family Maintenance.*** To provide support services to prevent abuse and or neglect while the child continues to live in his or her own home.
3. ***Family Reunification.*** To provide support services to the family while the child is in temporary out-of-home care (foster care or placed with relatives). These services include counseling, parent training and referrals to other community resources to address precipitating factors such as substance abuse or domestic violence.
4. ***Permanent Placement.*** This occurs when children cannot be returned to their families. These children are referred for permanent placement through adoptions, legal guardianship or long-term foster care.

*Child abuse and neglect is a community problem  
and a community responsibility. Until YOU make a  
commitment, there can be no solution.*





State of California  
PENAL CODE  
Section 11166

(Edited Version Relevant to School Personnel)

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11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written followup report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If, after reasonable efforts, a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(Amended by Stats. 2015, Ch. 425, Sec. 4. (SB 794) Effective January 1, 2016.)



State of California  
PENAL CODE  
Section 11165.7

(Edited Version Relevant to School Personnel)

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11165.7. (a) As used in this article, "mandated reporter" is defined as any of the following:

- (1) A teacher.
  - (2) An instructional aide.
  - (3) A teacher's aide or teacher's assistant employed by a public or private school.
  - (4) A classified employee of a public school.
  - (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.
  - (6) An administrator of a public or private day camp.
  - (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
  - (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
  - (9) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.
  - (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
  - (16) An employee of a school district police or security department.
  - (17) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.
  - (21) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
  - (34) An employee of any police department, county sheriff's department, county probation department, or county welfare department.
  - (35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.655 of the California Rules of Court.
  - (42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.
- (c) Except as provided in subdivision (d), employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.
- (d) Pursuant to Section 44691 of the Education Code, school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall annually train their employees and persons working on their behalf specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.
- (f) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(Amended by Stats. 2015, Ch. 414, Sec. 3. (AB 1207) Effective January 1, 2016.)



State of California  
PENAL CODE  
Section 11167

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11167. (a) Reports of suspected child abuse or neglect pursuant to Section 11166 or Section 11166.05 shall include the name, business address, and telephone number of the mandated reporter; the capacity that makes the person a mandated reporter; and the information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information. If a report is made, the following information, if known, shall also be included in the report: the child's name, the child's address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her.

(b) Information relevant to the incident of child abuse or neglect and information relevant to a report made pursuant to Section 11166.05 may be given to an investigator from an agency that is investigating the known or suspected case of child abuse or neglect.

(c) Information relevant to the incident of child abuse or neglect, including the investigation report and other pertinent materials, and information relevant to a report made pursuant to Section 11166.05 may be given to the licensing agency when it is investigating a known or suspected case of child abuse or neglect.

(d) (1) The identity of all persons who report under this article shall be confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.

(2) No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person's employer, except with the employee's consent or by court order.

(e) Notwithstanding the confidentiality requirements of this section, a representative of a child protective services agency performing an investigation that results from a report of suspected child abuse or neglect made pursuant to Section 11166 or Section 11166.05, at the time of the initial contact with the individual who is subject to the investigation, shall advise the individual of the complaints or allegations against him or her, in a manner that is consistent with laws protecting the identity of the reporter under this article.

(f) Persons who may report pursuant to subdivision (g) of Section 11166 are not required to include their names.

(Amended by Stats. 2010, Ch. 95, Sec. 1. (AB 2339) Effective January 1, 2011.)