

1 **REGULATIONS FOR CHILD ABUSE AND NEGLECT REPORTING**

2
3 In accordance with Virginia Code § 63.2-1509(A)(5), any teacher or other persons employed in a
4 public school is a Mandated Reporter.

5
6 **Definitions**

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8 **ACPS Employee:** Any person employed by Alexandria City School Board (Board) or any
9 person employed by the City of Alexandria and assigned to work at an Alexandria City
10 Public Schools (ACPS) location. Employees include but are not limited to full-time, part-
11 time, temporary, substitute, contract, seasonal, or other individuals whose place of
12 employment is in the public school. ACPS volunteers are not included in this definition.

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14 **Child Protective Services (“CPS”) Worker:** A social worker trained to investigate
15 reports of child abuse and neglect and employed by DCHS.

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17 **Alexandria Department of Community and Human Services (“DCHS”):** The
18 Local Department of Social Services.

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20 **Local Department or Local Department of Social Services Hotline (“local DCHS**
21 **hotline”):** The City of Alexandria, Virginia’s Department of Community and Human
22 Services. The contact number for making reports of suspected child abuse or neglect
23 to the local department is (703) 746-5800.

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25 **ACPS Local School Contact:** The person designated by ACPS to receive all reports of
26 suspected child abuse and neglect. Unless otherwise specified in writing, the ACPS
27 Local School Contact is the Superintendent or designee for administrative offices and
28 the school principal for schools.

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30 **ACPS Alternate Local School Contact:** The alternate person designated by the ACPS
31 Local School Contact to receive all reports of suspected child abuse and neglect when
32 they are unavailable to receive the reports.

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34 **Mandated Reporter:** In accordance with Virginia Code § 63.2-1509, this person by virtue
35 of their position is required to report to the Local Department of Social Services when
36 they have reason to suspect child abuse or neglect has occurred.

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38 **Official Capacity:** ACPS Employees are acting in an official capacity when on school
39 grounds, on a school bus, or engaged in a school activity.

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41 **Virginia Department of Social Services: Abuse and Neglect Hotline (“State DSS**
42 **hotline”):** This toll-free phone number (1-800-552-7096) is available to receive reports of
43 suspected child abuse twenty-four (24) hours a day, seven (7) days per week.

44
45 **Suspected Abuse or Neglect:** A person has reason to suspect abuse or neglect when they
46 have information that a child may have been subjected to physical abuse, physical

47 neglect, medical neglect, mental abuse, mental neglect, or sexual abuse.

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49 **Reporting Procedure**

50 As a Mandated Reporter, every ACPS Employee, who in their professional or official capacity,
51 has reason to suspect that a child under the age of 18 is an abused or neglected child shall
52 immediately report the matter to:

- 53
- 54 ● The local department of social services where the child resides or where the abuse or
55 neglect is believed to have occurred. For Alexandria residents, DCHS; or
 - 56 ● The Virginia Department of Social Services toll-free child abuse and neglect hotline; or
 - 57 ● The ACPS Local School Contact/ACPS Alternate Local School Contact who shall make
58 the report forthwith to the local or state agency.
 - 59 ○ The ACPS Local School Contact/ACPS Alternate Local School Contact must
60 notify the person making the initial report when the report of suspected abuse or
61 neglect is made to the local or state agency, and of the name of the individual
62 receiving the report, and must forward any communication resulting from the
63 report, including any information about any actions taken regarding the report, to
64 the person who made the initial report.
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66 The Mandated Reporter must report their suspicion of abuse or neglect immediately, without
67 investigation or screening of the potential abuse or neglect.

68 If the Mandated Report believes that a delay resulting from reporting to the ACPS Local School
69 Contact or ACPS Alternate Local School Contact would be detrimental to the child, the ACPS
70 Employee shall make the initial report to DCHS and then immediately inform the ACPS Local
71 School Contact of their report.

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73 In accordance with Virginia Code § 63.2-1509(A)(18), a Mandated Reporter when reporting child
74 abuse or neglect must share with DCHS all information, records or reports which document the
75 basis for the suspicion of abuse or neglect of the alleged victim child.

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77 **Failure to Report**

78 In accordance with Virginia Code § 63.2-1509(D), a Mandated Reporter who fails to file a report
79 within twenty-four (24) hours of their first suspicion of child abuse or neglect shall be subject to
80 fine. In cases evidencing rape, sodomy or object sexual penetration, a Mandated Reporter who
81 fails to make the required report shall be subject to a Class 1 misdemeanor.

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83 **Cooperation with Investigation**

84 When DCHS investigates a report of suspected abuse or neglect, the ACPS Local School Contact
85 or ACPS Alternate Local School Contact shall provide the CPS Worker with:

- 86
- 87 ● a private location for interviews, access to the suspected victim, and as appropriate, access
88 to the suspected victim’s siblings.
 - 89 ● Upon request by the CPS Worker, ACPS shall provide all records, reports or documents
90 held or belonging to the Board regarding the suspected victim related to the suspected
91 abuse or neglect. These documents are protected under FERPA and will not be re-
92 disclosed to any other party, except as provided under Virginia law, without the prior
written consent of the parent of the student.

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Training

94 ACPS, in collaboration with DCHS, will provide annual training to its personnel regarding the
95 child abuse and neglect requirements and the ACPS procedures for reporting suspected incidences
96 of child abuse and neglect.
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Posting

100 Each school campus must post the ACPS Department of Student Services developed notice
101 advertising and describing mandated reporter requirements. Pursuant to Virginia Code § 22.1-
102 291.3, this notice includes the State DSS hotline.
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List of Contacts

105 The Department of Student Services maintains a list of ACPS Local School Contacts and ACPS
106 Alternate Local School Contacts (Contacts). If the Contacts differ during the summer, the list
107 includes both regular and summer Contacts. The list is provided to all Contacts and DCHS.
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110 Adopted: December 5, 1996

111 Amended: April 11, 2024

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114 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7(A), 22.1-291.3, 63.2-1509,
115 63.2-1511.

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117 Cross Refs.: GBA/JFHA Sexual Harassment/Harassment Based On Race, National Origin,
118 Disability, Religion, Age, Gender, Gender Identity, Gender
119 Expression, And Sexual Orientation/Hostile Work Environment

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GBLA Third Party Complaints Against Employees