

CAMBRIAN SCHOOL DISTRICT
Board Policy

Administrative Procedure 5141.4

Adopted: June 11, 2002

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STUDENTS

Child Abuse Reporting

I. Training of District Personnel

A. All district personnel identified below shall be trained in the procedure for reporting suspected child abuse:

1. Certificated employees
2. School secretaries
3. Instructional aides

B. Completion of Statement of Understanding and Compliance

Pursuant to penal Code 11166.5 all new employees specified above must, prior to commencing employment and as a pre-requisite to that employment, sign a statement certifying their understanding of the provisions of Penal Code 11166 and their agreement to comply with these provisions.

II. Reporting Procedure

Responsibilities of Reporting Individual

If any of the above specified employees knows or suspects child abuse, he/she must complete the following steps within 36 hours of the first knowledge of the known or suspected instance of abuse:

A. Notify Site Administrator

The reporting individual shall tell the site administrator the name of the child, the nature of the known or suspected abuse and that he/she is considering reporting the case. Such notification will allow the site administrator to provide any assistance necessary; however, such notification does not release the reporting individual from the responsibility from completing the suspected child abuse report.

B. Notify Proper Child Protective Agency

The reporting individual shall telephone the Child Protective Service and report the known or suspected child abuse. The number is 299-2071.

According to California Penal Code Section 11167(a), the telephone report shall include:

1. Name of the person making the report
2. Name of the child
3. Present location of the child
4. Any other information requested by the child protective agency, including information that led to the suspicion of child abuse.

NOTE: The name of the person reported to and the time of reporting should be recorded. This information will be needed for the written report.

III. Complete Written Report of Suspected Child Abuse

The reporting individual shall be responsible for completing the Suspected Child Abuse Report (SS 8572). The report shall include specific statements regarding the nature of the injury, any comments that the child or person accompanying the child may have made concerning the injury, and any history of similar incidents for the child. The present location of the child shall be stated. A notation shall be made indicating when and to whom the telephone report was made. The report must be signed by the reporting individual, and within 36 hours of the initial observation:

- A. Two photocopies of the report shall be made and given to the site administrator, one to be placed in a confidential file of child abuse reports and the second to be forwarded to the district superintendent.
- B. The yellow copy of the report shall be retained by the reporting individual.
- C. Within 36 hours the remaining report forms shall be mailed to:

*Child Abuse and Neglect Reporting Center
55 West Younger Avenue
San Jose, CA 95110*

- D. Give Site Administrator Copy of Final Disposition

Penal Code Section 11170 provides that the individual making the original report of known or suspected child abuse shall receive a report of final disposition which will include the results of the investigation and any action taken by the child protective agency in regard to the child or family. Upon receiving such report, the individual shall give a copy of it to the site administrator.

IV. Responsibilities of Site Administrator

- A. Assist the Reporting Individual

The site administrator shall provide the reporting individual with any assistance necessary to complete the suspected child abuse report. This may include appointing appropriate

auxiliary personnel, i.e. nurse, to help the reporting individual assess the extent of abuse.

NOTE: Under no circumstances shall a site administrator or supervisor or other school employee dissuade or attempt to dissuade another employee from reporting a known or suspected instance of child abuse.

B. Determine if Parent/Guardian Should be Notified

Depending on the circumstances, and only with the concurrence of the local police and/or probation department, the site administrator may contact the child's parent/guardian to indicate observations made and action taken. Extreme care must be exercised in order not to jeopardize the welfare of the child or make accusations against the parent/guardian.

If the child protective agency determines that the child should be placed in protective custody causing the child to be released from the school to such custody, the site administrator shall insure that the parent/guardian is aware of the release, the agency to whom the child was released, the reason therefore, and the place to which the child was taken pursuant to Education Code 48913.

C. Maintain Confidential File

The site administrator shall attach the copy of the report of final disposition (which the reporting individual has given him/her) to the copy of the report of suspected child abuse. Both reports shall be maintained in the confidential file of child abuse reports, and may be destroyed at the end of the third school year following the end of the year the report of final disposition was received.

D. Maintain Supply of Reporting Forms

The site administrator shall maintain a supply of Suspected Child Abuse Report Forms. He/she may get additional forms from the Child Protective Services.

In an emergency if the site administrator does not have the proper form, a photocopy may be used.