

# CPS REPORTING PROCEDURES

## 2024-2025

Culture, Climate & Student Services  
(804) 780-6070

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# Introduction

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According to VA Code §63.2-1509 any teacher or other person employed in a public or private school, kindergarten or nursery school; are considered mandated reporters. If the employee has reason to suspect that a child is an abused or neglected child, they shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline. The following information outlines the procedures for RPS school personnel to report child abuse or neglect.

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## What is Child Abuse?

§63.2-100 of the *Code of Virginia* defines an abused and/or neglected child as any child under 18 whose parent or other person responsible for the child's care (1) Causes or threatens to cause a non-accidental physical or mental injury, (2) Has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; (3) Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care (4) Abandons the child; (5) Neglects or refuses to provide adequate supervision in relation to a child's age and level of development; (6) Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or (7) Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

## Required Reporting

§63.2-1509A of the *Code of Virginia* requires teachers or other persons employed in a public or private school, kindergarten, or nursery school, when acting in their professional roles, to immediately report suspicions of child abuse or neglect that may have occurred both *within* and *outside* of the school setting. School employees reporting in good faith are immune from civil and criminal liability pursuant to §63.2-1512 of the Code. Reports can be made by calling your local social services department or the Child Abuse and Neglect Hotline. **In lieu of a report to the local social services department or the Hotline, §63.2-1509A of the Code permits school employees to immediately notify the person in charge or his/her designee who "shall make a report forthwith."**

## Richmond Department of Social Services Response

After a report is made, and accepted, a child protective services (CPS) social worker will interview the child and siblings. The interview may occur at school. Parental consent to interview at school is not necessary pursuant to §63.2-1518 of the *Code of Virginia*. The CPS social worker will also interview the parents or caretakers, the alleged perpetrator, and other persons having information about suspected abuse or neglect. The CPS social worker will conduct a child safety assessment; determine if child abuse or neglect occurred or if there is risk of harm; and develop a safety and services plan with the family when indicated. The primary goal of child protective services is to strengthen and support families in preventing the (re)occurrence of child maltreatment through community-based services.

# CPS Reporting Procedures

## Please follow these steps:

1. All school principals and directors (i.e. Pupil Transportation, Safety and Security, etc.) must serve as the primary Designated School Personnel (DSP) for the purposes of responding to reports of suspected child abuse/neglect. At least one alternative designee must also be identified and may be an assistant principal or other staff.
2. CPS reporting procedures must be reviewed with staff within thirty (30) days of school. School Social Workers may support the delivery of this information.
3. ***Anytime any school employee*** receives information or observes a child as being abused or neglected, the school employee **MUST** report this situation to the **Designated School Personnel (DSP)**.
4. If the student needs medical attention, the student should be escorted to the clinic/school nurse for first aid treatment. If the clinic/school nurse personnel determine the student is in need of intensive/extensive treatment, EMS is contacted (911). Safety and Security must be notified via telephone at 780-8550 of all 911 calls, calls to law enforcement and complaints against staff. Visible injuries or markings may be documented via a photo but clothing must remain on (i.e. no nudity).
5. The DSP **MUST** report **ALL** incidents to Child Protective Services (CPS) immediately. **No exceptions. The report must be made to CPS regardless of whether or not the DSP believes the reported incident is factual.** DSP may encourage staff to make the report together but not required.
6. Any situation involving child on child sexual behavior should be reported to CPS and the Richmond Police Department.
7. The incident **MUST** be documented on the attached CPS Reporting form.
  - a. **Immediately** report the incident to CPS hotline: 804-646-0438 (Richmond) or 1-800-552-7096 (state) plus ensure form is completed in its entirety. If you receive a recording, leave a voicemail with return phone number and document attempt.
  - b. All reports should be documented even if CPS declines to take the case.
8. Email the completed form and accompanying statement, photos, etc.- if any, to the Culture, Climate and Student Services office via email at [cps@rvaschools.net](mailto:cps@rvaschools.net) **immediately**.
9. The appropriate director/supervisor **MUST** be notified **immediately** regarding the reported incident. If the alleged abuser is an RPS employee, the Employee Relations Office **MUST** be notified **immediately** at [employeerelations@rvaschools.net](mailto:employeerelations@rvaschools.net).
10. Child Protective Services will assess the reported incident, and determine if report is accepted, then determine if an investigation is warranted.

11. School personnel must cooperate with CPS personnel, RPD, and/or Court Appointed Special Advocates (CASA) during this investigation. The interview may occur at the school. Per the Code of Virginia, parental consent is not required and school staff is not permitted to interfere with the CPS investigation. Schools should provide a private room for the investigation. **\*Please note, if RPS takes pictures to document injuries, images should be captured using RPS technology. Pictures can be emailed to CPS upon request but must be password protected or encrypted before sending. Images may also be printed and shared in person. Any photos submitted to CPS should also be included with this document.**
  - a. To encrypt emails being sent to non-RPS employees, please include the phrase “rpssecure” in the subject line or body of your email to enforce encryption.
  - b. Example: Subject Line: “CPS Photos – rpssecure”
12. Once CPS has completed its investigation, the results will be disseminated to the Designated School Personnel.
13. All reports of suspected child abuse/neglect **MUST** be treated with extreme confidentiality. Discussing such cases with uninvolved persons will be considered a breach of professionalism and FERPA, and will be subject to discipline through the Talent Office.
14. The CPS reporting forms are confidential documents. Prior to sharing, contact the Director of Culture, Climate and Student Services if copies of documents are requested by anyone including DSS.



**RICHMOND PUBLIC SCHOOLS  
CONFIDENTIAL  
CPS REPORTING FORM**

**Instructions:** To be completed (typed) immediately upon knowledge or suspicion of child abuse or neglect. A copy of the completed form is to be submitted to the Department of Culture, Climate and Student Services via email at [cps@rvaschools.net](mailto:cps@rvaschools.net) immediately of the reported incident.

**REPORTER** (name of person completing form)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School/Dept: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Principal/Director/Designee: \_\_\_\_\_

**ALLEGED VICTIM** (Complete one reporting form for each alleged victim)

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (mi) \_\_\_\_\_  
DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_ Special Education:  Yes No  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

Parent/Guardian Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (mi) \_\_\_\_\_  
Address (if different than child): \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (mi) \_\_\_\_\_  
Aliases/Nickname: \_\_\_\_\_ Relationship to Victim: \_\_\_\_\_  
DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Phone 3: \_\_\_\_\_  
Comments: \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location (i.e. bus, classroom): \_\_\_\_\_  
Address of Incident (if different than school): \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_



**INCIDENT (continued)**

**Alleged Maltreatment (check all that apply):**

<b>Neglect</b>	<b>Physical</b>	<b>Sexual</b>	<b>Emotional</b>
<input type="checkbox"/> Lack of medical care	<input type="checkbox"/> Cuts, bruises, welts	<input type="checkbox"/> Sexualized Behavior	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Lack of supervision	<input type="checkbox"/> Burns	<input type="checkbox"/> Age Inappropriate Sexualized Behavior	<input type="checkbox"/> Threats
<input type="checkbox"/> Lack of basic needs (shelter, food clothing)	<input type="checkbox"/> Unexplained injuries	<input type="checkbox"/> Sexual Disclosure	<input type="checkbox"/> Verbal Abuse
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Broken bones	<input type="checkbox"/> Exposed to Pornography	<input type="checkbox"/> Suicidal Ideation
<input type="checkbox"/> Injurious Environment	<input type="checkbox"/> Cruel punishment		
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

If "Other", describe: \_\_\_\_\_

\* In cases of Suicidal Ideation, parent/guardian does not protect well-being of child §22.1-272.1 requires report.

1. Describe the nature and the extent of the current injury to the child or the circumstances leading to suspicion that the child is a victim of abuse or neglect:

\_\_\_\_\_

2. Describe the student's account of the incident:

- *Who?* \_\_\_\_\_
- *What?* \_\_\_\_\_
- *Where?* \_\_\_\_\_
- *Why?* \_\_\_\_\_
- *How?* \_\_\_\_\_

3. Witness or others who may have knowledge of the situation (name, relationship to child, address and phone number):

\_\_\_\_\_

4. Describe previously known or suspected abuse to student or siblings:

\_\_\_\_\_

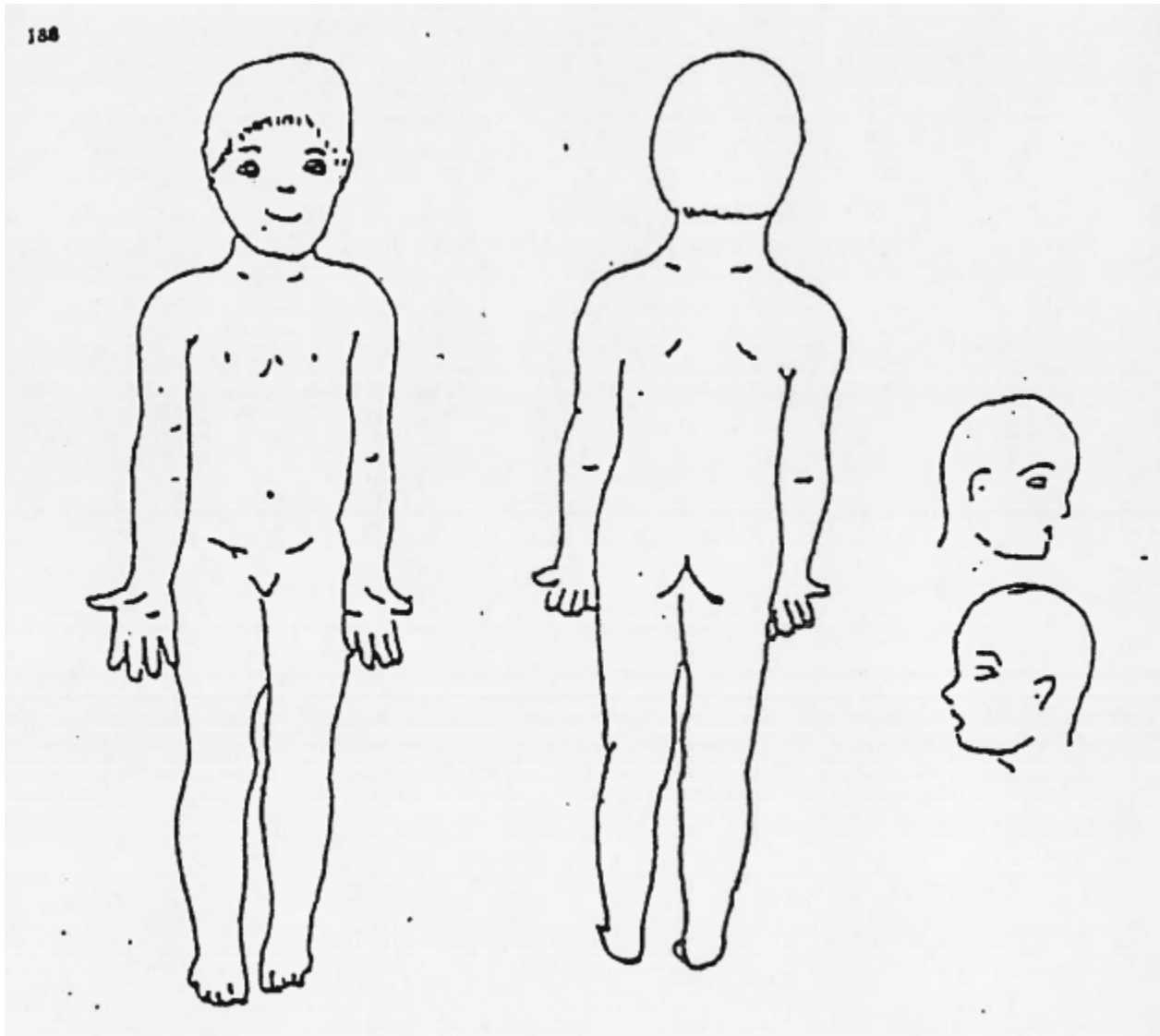
5. State any information available to you which would be of aid in establishing the cause of the injuries and/or neglect:

\_\_\_\_\_

6. Describe the child's special needs or disabilities that may be relevant to this report:

\_\_\_\_\_

**INCIDENT – BODY ASSESSMENT (continued)**



**Symbols:**

- A – Abrasion
- Bl – Blister
- Bu – Burn
- Br – Bruise
- La – Laceration
- Le – Lesions
- S – Scar
- R – Rash
- V – Vermin
- O – Other (describe)

**Severity:**

- Mild – (1)
- Moderate (2)
- Severe (3)

**CPS NOTIFICATION**

*Richmond CPS Hotline (804) 646-0438 or State CPS Hotline 1-800-552-7096*

7. Was the incident reported to CPS?

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

CPS Hotline Counselor's name/ID #: \_\_\_\_\_

Oasis #: \_\_\_\_\_

**MEDICAL ATTENTION**

8. If medical attention was needed, was the child taken to the school nurse by the Principal/Director/Designee?

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

*\*Please indicate visible signs of physical injury on the attached diagram. If photos are taken, please use RPS technology.*

9. If determined by the Principal/Director/Designee and or school nurse that the student is in need of intensive/extensive treatment, was emergency medical services (EMS/911) contacted?:

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

10. Was RPS Safety and Security notified?  
(Required for EMS or RPD involvement.)  
(Required if allegation against staff.)

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

**RICHMOND PUBLIC SCHOOLS ADMINISTRATION**

11. Was the appropriate Supervisor/Director notified?

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification Method: Email Phone Call

12. If the alleged offender is an RPS employee, was the Talent Office notified? (Required):

Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification Method: Email Phone Call



# Resources

	Telephone	Email
<b>Child Protective Services - Hotline</b>		
Local - Richmond	804-646-0438	
State	800-552-7096	

<b>Emergency Services</b>		
Emergency Medical Services	911	
RPD Non-Emergency	806-646-5100	

<b>Culture, Climate and Student Services</b>		
<i>RPS Designated CPS Liaison</i>		
Angela Jones, Ed. S Director	804-780-6070	ajones2@rvaschools.net cps@rvaschools.net <i>(Email for submitting CPS report)</i>

<b>Employee Relations Office</b>		
Sandra Lee, Director		slee7@rvaschools.net employeerelations@rvaschools.net <i>(for reports involving RPS staff)</i>

<b>Safety and Security</b>		
John Beazley, Director	804-780-8550	jbeazley@rvaschools.net