
CHILD ABUSE AND NEGLECT: 3421P

Reporting

Administrative Policy 3421 – Child Abuse and Neglect and State law, require all staff to report suspected child abuse or neglect. As defined by State law, child abuse or neglect is the injury, sexual abuse, or negligent treatment or maltreatment of a child (any person under the age of eighteen) by any person under circumstances which indicate that the child's health, welfare, or safety is harmed (RCW 26.44.020). This statute also affords the protection of adult dependent persons not able to provide for their own protection through the criminal justice system. All staff will be trained to recognize the indicators of abuse and neglect, be aware of their significance, and understand the reporting procedures.

Reporting should be recognized as a request for an investigation into a suspected incident of abuse or neglect, and/or the raising of a question about the condition or safety of a child. Reporting begins the process of help that may eventually provide protection for the abused or neglected child and assistance to the family. Mandated reporters are protected with immunity from liability when they participate, in good faith, in the making of a report or in a resulting judicial proceeding (RCW 26.44.060). Every person who is required to make, or to cause to be made, a report pursuant to RCW 26.44.030 and 26.44.040, and who knowingly fails to make, or fails to cause to be made, such report, shall be guilty of a gross misdemeanor (RCW 26.44.080).

Abuse Indicators

Physical Abuse Indicators:

1. Bilateral bruises, extensive bruises, bruises of different ages, patterns of bruises caused by a particular instrument (belt buckle, wire, straight edge, coat hanger, etc.);
2. Burn patterns consistent with forced immersion in a hot liquid (a distinct boundary line where the burn stops), burn patterns consistent with a spattering by hot liquids, patterns caused by a particular kind of implement (electric iron, etc.) or instrument (circular cigarette burns, etc.);
3. Lacerations, welts, abrasions;
4. Injuries inconsistent with information offered by the child;
5. Injuries inconsistent with the child's age;
6. Injuries that regularly appear after absence or vacation.

Emotional Abuse Indicators:

1. Lags in physical development;
2. Extreme behavior disorder;
3. Fearfulness of adults or authority figures;

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4. Revelations of highly inappropriate behavior, i.e., being enclosed in a dark closet, forced to drink or eat inedible items.

Sexual Abuse Indicators:

Sexual abuse, whether physical injuries are sustained or not, is any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, carnal knowledge, sodomy, or unnatural or perverted sexual practices. Indicators include:

1. Child having difficulty sitting down;
2. Child refusing to change into gym clothes (when he/she has been willing to change in the past);
3. Venereal disease in a child of any age;
4. Evidence of physical trauma or bleeding to the oral, genital, or anal areas;
5. Child running away from home and not giving any specific complaint about what is wrong at home;
6. Pregnancy at 11 or 12 with no history of peer socialization.

Neglect Indicators

Physical Neglect Indicators:

1. Lack of basic needs (food, clothing, shelter);
2. Inadequate supervision (unattended);
3. Lack of essential health care (including mental health) and high incidence of illness;
4. Poor hygiene on a regular basis;
5. Inappropriate clothing in inclement weather;
6. Abandonment.

Some Behavioral Indicators of Abuse:

1. Wary of adult contact;
2. Frightened of parents;
3. Afraid to go home;
4. Arrives at school early and remains after school later than other students;

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5. Wary of physical contact by adults;
6. Shows evidence of overall poor care;
7. Parents describe child as “difficult” or “bad;”
8. Inappropriately dressed for the weather — no coat or shoes in cold weather or long sleeves and high necklines in hot weather (possibly hiding marks of abuse);
9. Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn, and fearful.

Note: Abuse and neglect indicators in and of themselves do not prove abuse has occurred. Together with other indicators, they may warrant a referral.

In cases of immediate harm, contact 911.

Procedures

All district personnel will observe the following procedures to comply with the District’s Child Abuse and Neglect Reporting Policy:

1. A staff member having reasonable cause to suspect child abuse or neglect shall report the incident to the school counselor/nurse immediately. The counselor/nurse shall notify the principal and shall follow the process outlined below. If there exists any doubt regarding the English language proficiency of the student, an interpreter must be obtained.
 - a. Whenever there is doubt as to whether a case should be reported, the school counselor/nurse will discuss the circumstances of the case, immediately by telephone, with Children’s Protective Services. Consultation with staff member(s) does not jeopardize confidentiality.
 - b. When child abuse or neglect is suspected, the school counselor/nurse will report immediately by telephone to the local office of Children’s Protective Services, complete Form 425, record on the building Children’s Protective Services File which will be kept in a locked and confidential area, and distribute the copies according to this procedure (see Form 425). For information that is acquired second-hand, written documentation from the original source must accompany the report to CPS.
 - c. The counselor/nurse will notify initiating staff member of the status of the report and when the report if/has been filed.
 - d. If the initiating staff member does not believe the report has been acted upon appropriately, he/she also is obligated to report directly to Children’s Protective Services. The initiating employee shall orally report to Children’s Protective Services, advise the principal/designee, and make a written report as provided herein. Such action shall in no way affect the person’s work performance evaluation.

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- e. Call the Health Services department to request a nurse on call or closest nurse available. The nurse will examine the student as soon as possible. If physical abuse is suspected and the school nurse is unable to examine and report within one hour of discovery, the principal/designee and counselor will document, file a report to Children's Protective Services by telephone to expedite investigation at school, and complete written report form.
 - f. The written report will be mailed/faxed/scanned to Children's Protective Services within 48 hours.
2. If a community informant reports possible abuse or neglect of a student to school personnel, the informant shall be referred to Children's Protective Services to report the information. The school personnel will observe the following procedures:
- a. Refer the case of suspected abuse or neglect to the counselor/nurse who will check to see if the abuse/neglect can be validated by interview and/or physical examination of the student.
 - b. Children's Protective Services should be called immediately to inform them that the report may be coming from the community informant and to report the findings of the interview and/or examination of the student.
 - c. Following the oral report, a written report will be made by the counselor/nurse on Form 425 as outlined in this procedure.
3. All CPS reports should be submitted on Form 425 according to the following procedure. The report shall include:
- a. Name, address, and age of the child or adult dependent person;
 - b. Ethnicity;
 - c. Name and address of the child's or adult dependent person's parents, stepparents, guardians, or other persons having custody of the child;
 - d. Nature and extent of the injury or injuries;
 - e. Nature and extent of the neglect;
 - f. Nature and extent of the sexual abuse;
 - g. Any evidence of previous injuries, including their nature and extent;
 - h. The identity, if known, of the person accused of inflicting the abuse;
 - i. Any other information which may be helpful in establishing the cause of the child's or adult dependent person's death, injury, or injuries and the identity of the perpetrator or perpetrators (RCW 26.44.040);

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- j. The CPS caseworker's name and the response, findings, and action taken by CPS if information is available.
4. The written report shall be distributed as follows:
- a. Original copy: Mail/Fax/Scanned immediately to CPS;
 - b. Copy 1: Place in CPS building file. Retain for six (6) years;
 - c. Copy 2: Mail to appropriate police jurisdiction;
 - d. Copy 3: Send to District Health Services Coordinator. Retain for one (1) year;
 - e. Other copies as required by individual programs.

File the report in the building's CPS log locked and confidential area. The written report is NOT placed in the student's cumulative record.

Interviews of Suspected Abused or Neglected Child

The principal shall permit a CPS investigator to conduct any necessary questioning at school and school personnel shall cooperate with the CPS investigator while he or she is conducting necessary investigations. Prior to commencing the interview, the CPS investigator shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes.

Removal of Student from School

A law enforcement officer is not required to have a warrant in order for the school to release the student into law enforcement custody. A CPS caseworker is required to have a warrant in order for the school to release custody of the student unless accompanied by a law enforcement officer. In the event a student is taken into custody, they (Law Enforcement and/or CPS) immediately notify the parent or guardian.

Disclosure of Information

Disclosure of information regarding CPS reporting and interviewing shall be as follows:

1. CPS shall be granted access to all relevant records of the child in the possession of mandated reporters and their employees.

Parents/guardians do not have a right to be informed of or invited prior to a preliminary investigation by CPS conducted according to statute for the purpose of verifying the report of child abuse or neglect. The safety of the child or adult dependent person is the primary consideration. It is the responsibility of CPS caseworkers to notify the parents/guardians that the meeting occurred.

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2. The school is not required to provide information to parents/guardians about informants/sources of the report.

District Employee

When there is reasonable cause to believe a district employee has abused a student, the following procedure shall be used, in addition to the CPS reporting requirements set forth above.

1. The suspected abuse shall be reported to the building principal/designee who will then notify the appropriate counselor/nurse who will follow procedure.
2. The building principal/designee shall immediately notify by telephone:
 - a. The Human Resources Department
 - b. The Superintendent/designee;
 - c. The Deputy Superintendent; and
 - d. The employee's immediate supervisor.
3. The parents will be notified by the Superintendent/designee.

Attachments:

- A** – Form 425 – Report of Suspected Child Abuse or Neglect
- B** – Protective Custody Statement (Parts 1 and 2)

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Attachment A

Federal Way Public Schools REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

Name of CPS worker taking the call _____

Child's Name _____

Male () Female ()

Birth date _____ Ethnicity _____

Phone _____

Parent(s) or Guardian _____ Relationship _____

Address _____
Street City Zip Code**Siblings (Name)**

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Please indicate type(s) of abuse being reported:

- | | |
|---------------------|----------------------------|
| () Physical injury | () Maltreatment |
| () Neglect | () Sexual Exploitation |
| () Sexual abuse | () Other (specify): _____ |

State nature and extent of current injuries, neglect, maltreatment, sexual abuse, and/or sexual exploitation. Please be specific.

Evidence of previous injuries:**Other Information:**

Telephone report made to CPS by _____ Time _____ Date _____

Recommendations of CPS: ☐ Notify Police? ☐ Photographs? ☐ Other: _____

Signature of person filing this report _____

Name of School _____

Building Administrator Notification _____ Time _____ Date _____
(Or designee) (Name)

Method of Administrator Notification _____

Distribution: **Original:** Children's Protective Services
Copies: CPS Building File
 Police Department
 District Health Services Coordinator

Form #425 (revised 6/2005)

Other: As required by individual program

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Attachment B (Part I)**PROTECTIVE CUSTODY STATEMENT****(Without a Court Order)**

In accordance with RCW 26.44.050, I have investigated the report concerning possible occurrence of abuse and neglect and find there is probable cause to believe that

List Name(s) of Children

has/have been abused and/or neglected, and that the same would be injured or could not be taken into custody if it were necessary to first obtain a court order pursuant to RCW 13.34.050. I am therefore placing the above child/children in protective custody. I certify I will notify the parents, custodian, or guardian that the child or children is/are in protective custody.

Date _____

Investigating Officer

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Attachment B (Part II)**PROTECTIVE CUSTODY STATEMENT****(With a Court Order)**

In accordance with RCW 26.44.050, I have investigated the report concerning possible occurrence of abuse and neglect and find there is probable cause to believe that

List Name(s) of Children

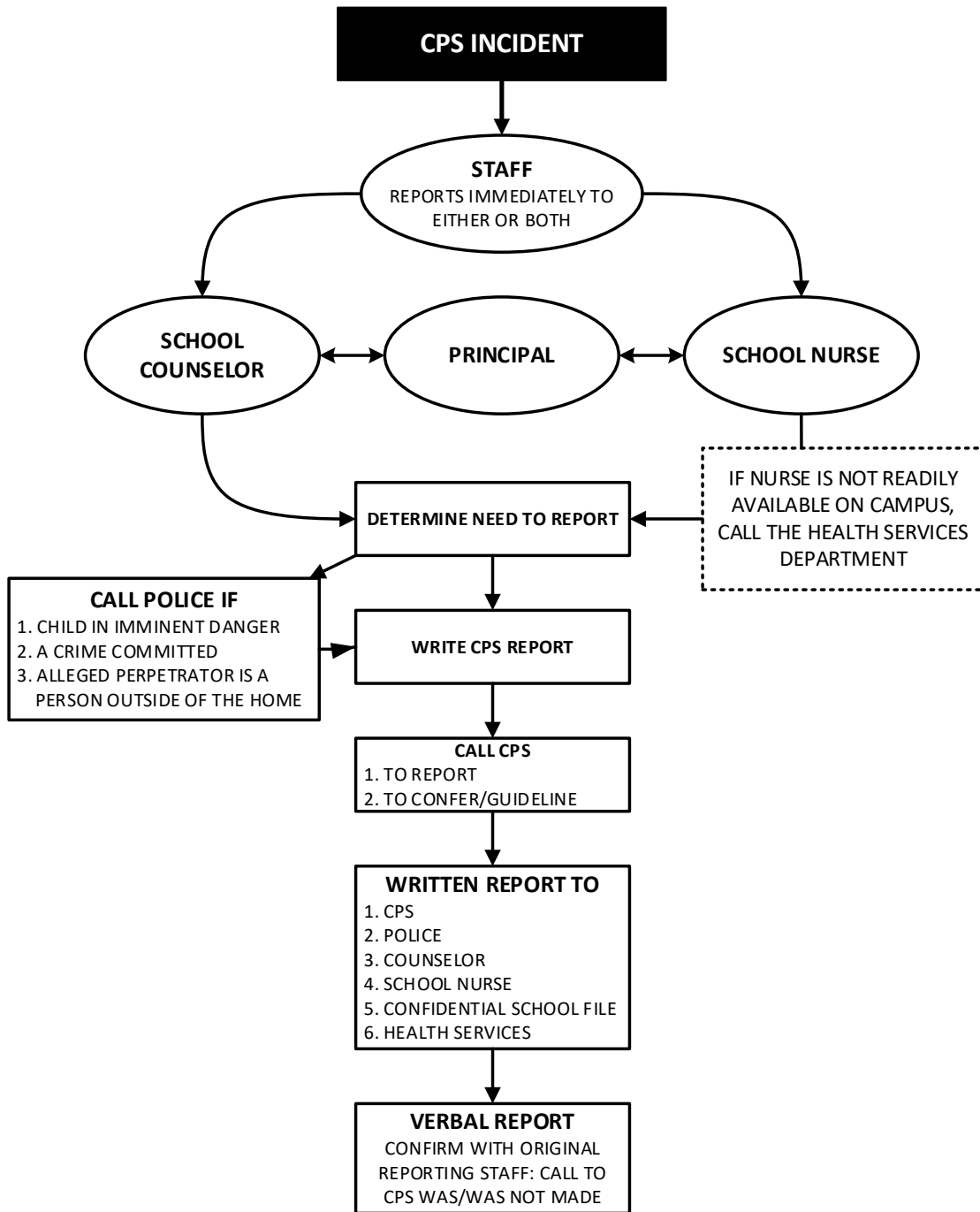
has/have been abused and/or neglected, and that the same would be injured. I am therefore placing the above child/children in protective custody. I certify I will notify the parents, custodian, or guardian that the child or children is/are in protective custody.

Date _____

Investigating Officer

Court Order # _____

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Form 426