

## Documentation of Child Abuse/Neglect Investigation Conducted at School

**RCW 26.44.030** Upon receiving reports of alleged abuse or neglect, the department (CPS) or law enforcement agency may interview children. The interviews may be conducted on school premises, at day-care facilities, at the child’s home, or at other suitable locations outside of the presence of parents. Parental notification of the interview must occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. **Prior to commencing the interview, the department or law enforcement agency 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.** Unless the child objects, the department or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

**School:** \_\_\_\_\_ **Student Legal Name:** \_\_\_\_\_  
*First* *Middle* *Last*

**(Optional) Student Preferred Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ **School Personnel Involved:** \_\_\_\_\_

**Name of Investigator(s):** \_\_\_\_\_

**Name of Investigator's Agency/Agencies (i.e. CPS, PD):** \_\_\_\_\_

**Investigator’s Contact Information:** \_\_\_\_\_

**Date of Investigation:** \_\_\_\_\_ **Interview Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

1. The investigator has **contacted the parents or you have determined with the investigator when the parents will be contacted and by whom.** The investigator has primary responsibility for contacting the parent at the earliest possible point that will not jeopardize the safety or protection of the child or the course of the investigation. ***\*If law enforcement is involved in the investigation, consult with law enforcement about who will notify parents/when notification will occur PRIOR to any parental contact by the school.***
2. The building administrator has been informed of this investigation and the status of parental contact.
3. School representative obtained copy of investigator's official identification (e.g. copy of badge, business card, phone/email contact information). **Copy is attached to this form.**
4. **Investigator** did the following:
  - Obtained student's consent to conduct the interview. **If student declines interview, they must verbally inform the investigator (please note in "comments" if student declined).**
  - Asked the student if they wished to have a third party present during the interview. Unless the child objects, the investigator shall make reasonable efforts to include a third party in any interview if the presence of the third party will not jeopardize the course of the investigation.
  - If a third-party was present, who served in this capacity?* \_\_\_\_\_

**Comments:** Please explain if boxes are left unchecked, if student declined interview, or if you wish to make further notes.

**Name of Person Completing this Form:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distribution of copy to admin confidential location in school (not student cumulative or student confidential file)**

**Note:** See [Procedure 3421P, Interviews, B.](#) for specific information regarding consent for interview by a law enforcement official