

Mandated Reporter Guidelines

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Mandated Reporter Guidelines

District employees are in a unique position to identify potential cases of abuse and neglect of children because of their sustained contact with school-age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs. The information in this document will help building administrators establish consistent procedures for reporting child abuse and neglect. These guidelines will assist all District employees to carry out their responsibilities effectively when responding to suspected incidents of child abuse and neglect.

- All new employees of the Lebanon R-III School District will receive Mandated Reporter Training during orientation.
- In addition, the following employee groups will review annually the Mandated Reporter guidelines.

Training is completed annually by all district employees through our district online training program.

The following individuals must be trained:

- Administrators
- Principals
- Counselors
- Nurses
- Librarians
- Teachers
- School Police
- Paraprofessionals
- Building/Teacher Assistants
- Secretaries/Administrative Assistants
- Substitute Teachers
- Student Teachers/Practicum Students
- Bus Drivers
- Volunteers

Please contact Stacie Vestal (svestal@lebanon.k12.mo) if you are in need of assistance.

Mandatory Reporter Process

If a staff member (teacher, counselor, nurse, etc.) has reason to suspect that abuse or neglect is/has occurred.

The staff member who has the suspicion will immediately report to the Department of Social Services.

The staff member making the report must complete the Mandatory Reporter Checklist, documenting the date and time the report was made, and all other information requested on the form.

The building principal or designee must be made aware that a report has been made. Provide a copy of the report to the principal or designee. A copy of the completed Mandatory Reporter Checklist for each call should be kept on file in the principals or designees office.

The building principal or designee will email the appropriate staff as listed on the Mandatory Reporter Flowchart.

The building principal or designee will be asked to provide data to the Office of Guidance and Counseling throughout the school year by keeping up to date the Mandatory Reporter Data Sheet.

(What do I do and how do I do it?)

The Individual Reporting:

Please go to **Canvas** and click on the **Mandatory Reporter Folder**

Please follow the Mandatory Reporter Flowchart

Also please complete the fillable PDF titled Mandatory Reporter Checklist

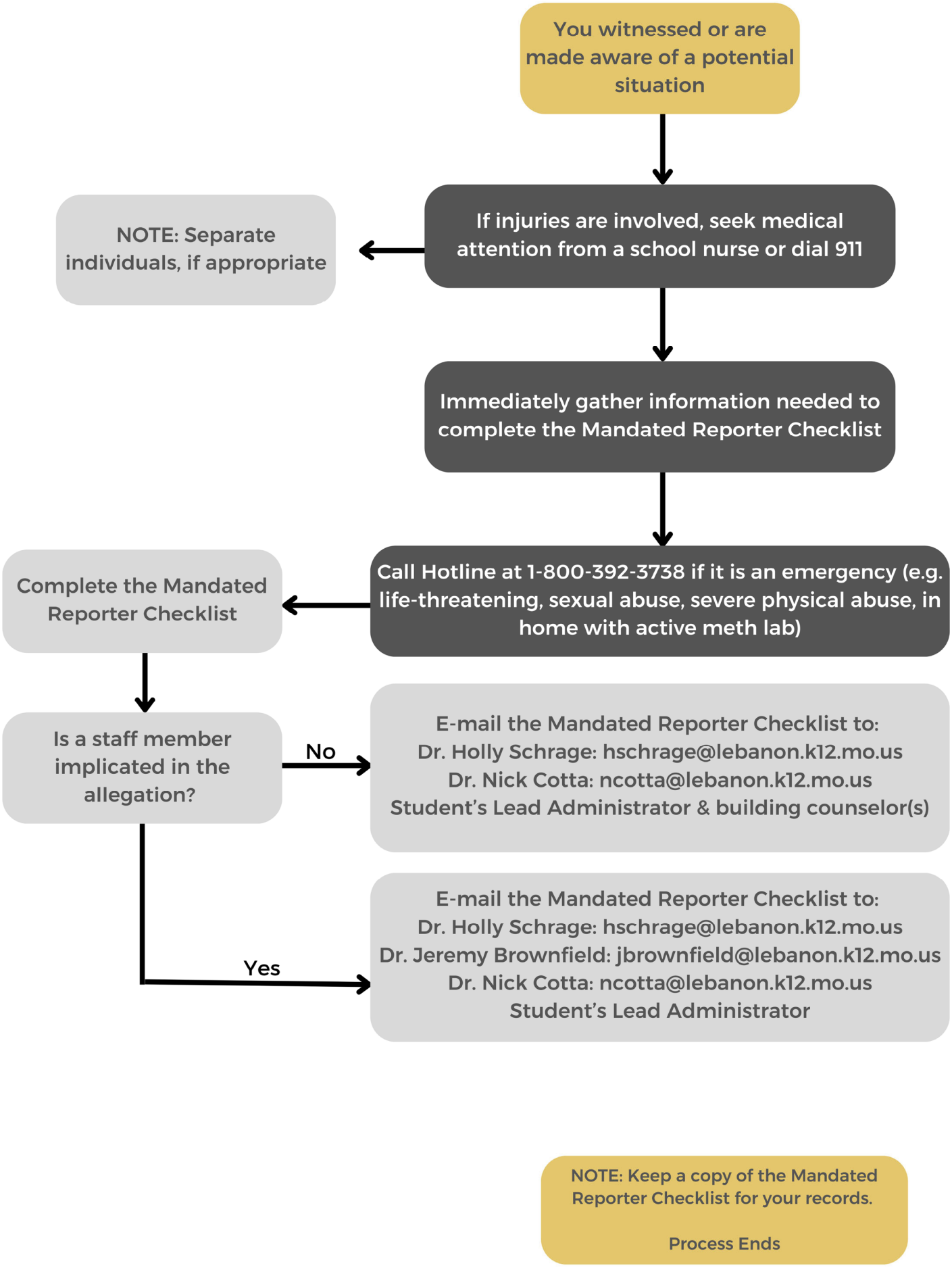
Print a copy for your records and email the form to the students building counselor and those listed on the Mandatory Reporter Flowchart

Mandatory Reporter Data - Online & Hotline Calls

Building Counselor:

Please complete the **Mandatory Reporter Data Sheet**

This forms data goes to Stacie Vestal for state reporting purposes.


You witnessed or are made aware of a potential situation
If injuries are involved, seek medical attention from a school nurse or dial 911
NOTE: Separate individuals, if appropriate
Immediately gather information needed to complete the Mandated Reporter Checklist
Call Hotline at 1-800-392-3738 if it is an emergency (e.g. life-threatening, sexual abuse, severe physical abuse, in home with active meth lab)
Complete the Mandated Reporter Checklist
Is a staff member implicated in the allegation?
No
E-mail the Mandated Reporter Checklist to:
Dr. Holly Schrage: hschrage@lebanon.k12.mo.us
Dr. Nick Cotta: ncotta@lebanon.k12.mo.us
Student's Lead Administrator & building counselor(s)
Yes
E-mail the Mandated Reporter Checklist to:
Dr. Holly Schrage: hschrage@lebanon.k12.mo.us
Dr. Jeremy Brownfield: jbrownfield@lebanon.k12.mo.us
Dr. Nick Cotta: ncotta@lebanon.k12.mo.us
Student's Lead Administrator
NOTE: Keep a copy of the Mandated Reporter Checklist for your records.
Process Ends

The Lebanon R-III School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who, in good faith, reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Those Responsible for the Care, Custody and Control of the Child – Includes, but is not limited to, any person exercising supervision over a child for any part of a 24-hour day as well as any adult who has access to the child.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the CD. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual

misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

The school principal or designee may also notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

What Do You Report?

(Missouri Statute Section 210.130.2)

Online reporting is now available for mandated reporters and should **only be used to report non-emergencies.**

https://apps.dss.mo.gov/OnlineCanReporting/default.aspx

If it is an **emergency** please call:

Missouri Department of Social Services reporting Number: **1-800-392-3738**

In many cases, only some or very little of the information may be available to you.

A hotline call must still be made regardless of the amount of information known.

- The names and addresses of the child and his parents or other persons responsible for his care, if known
- The child's age, gender, and race
- The nature and extent of the child's injuries, abuse or neglect, including any evidence of previous injuries, abuse or neglect to child or his/her siblings
- The name, age, and address of the person responsible for the injuries, abuse or neglect, if known
- Family composition
- The source of the report
- The name and address of the person making the report, the reporter's occupation, and where the reporter can be reached
- Any actions taken by the reporting source (such as photographs or xrays)

Children's Division Interviews in School

Division staff frequently find it necessary to interview students during the school day when an emergency situation may exist or when interviewing in the home setting would be inappropriate. Investigation workers should contact the school principal or designee prior to going to the school, when possible, to arrange the interview. Arrangements for interviews will be made to keep the disruption to a student's schedule to a minimum.

The following points should be resolved with the principal/designee prior to the interview:

1. Who will conduct the interview? The interviewer will be the Children's Division (CD) Children's Service Worker and/or the law enforcement officer (when involved), although the special needs of the child and his/her relationship with the school personnel may be taken into consideration. When law enforcement personnel are involved, they often take the lead in the interview.

2. Who may be present in the interview? The number should be kept to an absolute minimum. A teacher, counselor, principal, nurse, etc. who has a relationship with the child may be present, if deemed necessary by the investigator and school administrator. School personnel participants should be limited to one person, and preferably someone with whom the child feels comfortable. The child's ability to decide whom to have present should also be considered. Anyone present during the interview should be aware they could be served with a subpoena to testify in court. If there are concerns voiced by the school administrator about the process and format of the interviews, the school administrator has the ability to ask that the interview not take place on school grounds.

3. Confidentiality mandates should be discussed. The confidentiality statutes concerning child abuse investigations are contained in Section 210.150 RSMo. The statute states that disclosure of information concerning the abuse and neglect is made only to persons or agencies that have a right to such information.

4. Where and when the interview will be conducted. The interview must be in a private setting and, cause minimal disruption to the child's schedule. The child's right to privacy must be respected.

5. Should parents initially be notified by school personnel or CD that an interview occurred at the school, and when should that contact occur? Missouri State Statute states that if the parents of the child are **not** the alleged perpetrators, a parent of the child **must** be notified **prior** to the child being interviewed by the Children's Division. When law enforcement is involved, the investigating officer may take the lead in deciding when and how to make contact with the family, especially if family members are the alleged perpetrators. If it has been decided, due to certain safety factors, that the child will be interviewed without parental notification, the worker is expected to notify the parents as soon as possible that the child was interviewed

IDENTIFYING ABUSED CHILDREN

Abuse cannot be identified by markers such as race, ethnicity, gender, or socio-economic class. All children are potential victims because of their vulnerable, powerless position in our culture. Children who are abused often do share common behaviors. Any behavior alone can be a natural, normal response for a child.

EMOTIONAL MALTREATMENT

PHYSICAL SIGNS	CHILD'S BEHAVIOR	PARENTAL CHARACTERISTICS
Infantile behavior ● Thumb sucking ● " Baby talk"	Learning Problems	Unrealistic expectation of the child Refers to child as bad, evil
Failure to thrive in infancy	Developmental lags ● Physical, emotional, intellectual	Belittles, rejects, ignores, the child Low self esteem
	Poor self esteem ● Destructive to self/others ● Suicidal	Threatens the child with severe punishment and/or abandonment

PHYSICAL ABUSE

PHYSICAL SIGNS	CHILD'S BEHAVIOR	PARENTAL CHARACTERISTICS
Unexplained Bruises/Marks ● On several different areas ● In clusters or unusual patterns ● In various stages of healing ● In the shape of an instrument	Extremes in Behavior ● Very aggressive ● Very withdrawn ● Submissive or overly compliant ● Hyperactive ● Depressed	Conceals the Child's Injuries ● Gives explanations which don't fly ● Dresses child to cover injury ● Keeps child home
Unexplained Burns ● In a recognizable shape (rope, cigarette, etc.) ● Caused by immersion or in a splash pattern	Easily Frightened ● Of parents, adults ● Of physical contact ● Of going home	Lack of Concern ● Minimizes the child's injury ● Does not seek medical attention when obviously needed
Unexplained lacerations or ● abrasions ● To mouth, lips, gums ● To genitals ● On the back of arms, legs, torso, or sides of body	Destructive to self or others ● Craves affection ● Indiscriminate attachment to strangers ● Relates poorly to peers	Blames others or third parties Describes the child as bad or evil
Unexplained skeletal injuries ● Fractures of skull/face ● Multiple injuries ● Stiff, swollen joints ● Bald spots on head ● Missing teeth from injury ● Human bite marks	Child Reports- ● Fear of parent ● Injuries from parent ● Unbelievable explanation for injuries Poor Self-concept	Believes in severe discipline ● And/or inappropriate discipline for the child's developmental age
School absence associated with appearance of injury	Learning Problems ● Poor academic performance ● Short attention span ● Language ● delays	Abuses alcohol/ drugs Emotionally immature
Clothing inappropriate for weather	Delinquency or Runaway	Maltreated as a child

PHYSICAL NEGLECT

PHYSICAL SIGNS	CHILD'S BEHAVIOR	PARENTAL CHARACTERISTICS
Poor growth pattern ● Emaciated ● Distended stomach	Developmental Lags ● Physical, emotional, intellectual	Apathetic/ Passive Depressed
Consistent Hunger ● Displays signs of malnourishment	Extremes in behavior ● Aggressive/ withdrawn ● Assumes adult responsibilities ● Submissive I overly compliant	Unconcerned with child ● Not bothered by child's lack of basic necessities nor by child' s behavior due to his/her negligence
Very poor hygiene ● Chronic lice ● Chronic body odor	Infantile Behavior	Socially isolated Few supports
Unattended physical problems or medical needs ● Lack of immunization ● Gross dental problems ● Needs glasses/ hearing aids	Depressed and/or apathetic States no one cares Describes self in negative terms	Abuses alcohol/drugs Low self-esteem Maltreated as a child
Constant lack of supervision ● Especially in dangerous activities or circumstances	Seeks undue attention/affection ● Hypochondria ● Chronic Somatic complaints	Unsafe living conditions ● Chaotic home life, overcrowding ● Drugs/poisons within reach of child ● Garbage, excrement in living areas

SEXUAL ABUSE

PHYSICAL SIGNS	CHILD'S BEHAVIOR	PARENTAL CHARACTERISTICS
Difficult for child to walk	Sudden drop in school performance	Possessive and jealous of the victim ● Denies the child normal social contact ● Accuses the child of sexual promiscuity and seductiveness
Torn, stained, or bloody underwear	Poor peer relations Poor self esteem	Is abnormally attentive to the victim
Injury to genital area ● Itching, pain, swelling ● Bruises/ bleeding ● Frequent urinary infections ● Vaginal/ /penile discharge ● Poor sphincter control	Unwillingness to change clothing for gym class Runaway/Delinquency	Low self-esteem Poor impulse control
Venereal disease	Sexual Knowledge beyond age ● Displays adult knowledge of sex	History of past victimization Abuses alcohol/drugs
Pregnancy Psychosomatic illnesses States that he/she has been abused	Extremes: ● Sexually aggressive ● Withdrawn and fearful of certain gender	Believes child enjoys sexual contact Believes contact expresses family love

Handling a Disclosure

- Do find a private place where the child is comfortable (counselor's office, nurse's office or principal's office)
- Do let the child pick who they talk to
- Do sit next to the child, not across a desk
- Do make the child feel safe
- Do use the child's vocabulary
- Do reassure the child it is good/ok to tell
- Do reassure the child that it is not his/her fault
- Do report/hotline immediately
- Do remember that your role is not to investigate
- Remember the duty of the mandated reporter is to report suspected abuse/neglect immediately
- Do listen to the child, don't probe
- Do make note of quotes the child used in the disclosure in the child's words
- Do NOT interrogate/interview the child
- Do NOT make the child repeat the disclosure to others or gang up on the child
- Do NOT condemn the alleged perpetrator
- Do NOT make any promises you can't keep

Why Children Don't Tell Us They Have Been Abused

- They are afraid they won't be believed.
- They are afraid of getting into trouble themselves. They feel it is their fault and/or they caused the abuse to occur.
- They may fear threats made by the offender (e.g. break-up of the family, Dad might go to jail, fear of rejection by offender and/or family, fear of retaliation).
- They try to protect the offender, may love the offender, but don't like the abuse.
- Children may not know "how" to tell. They may not know correct words or may describe the situation in vague terms.
- Children may not know the sexual activity is wrong or even that it is something anyone would want to know about.
- Some children fear peer reaction: being singled out, laughed at or losing popularity.
- If it was a sexual abuse involving an adult and child of the same gender, they might fear being labeled a homosexual.
- Some older children are embarrassed to discuss sexual issues and intimate details, especially with people in authority.
- Some children don't know whom to tell.
- Children may not feel there was an "appropriate" time or opportunity to tell.
- They don't want to be labeled a tattletale.
- They have been told that "nice girls/boys" don't use those words that refer to body parts or sexual behavior.

Why do children finally tell someone they are being sexually abused?

- The molestation escalates in frequency or type of behavior and alarms the child.
- The child receives some sexual abuse prevention information and realizes that what has happened to him/her should be reported.
- If the offender had told the child to keep the sexual abuse a secret, sometimes the child may brag or want to share the secret with a friend, who then reports it.
- The victim's younger brother or sister is now at the age when the victim was first sexually abused, and the victim does not want him/her to be abused as well.
- The child reaches adolescence and fears pregnancy, resents the offender's efforts to control his/her life, dating, etc.
- The child develops a physical symptom that causes him/her to need medical care that leads to a disclosure.
- The child encounters a caring adult he/she can trust and feels confident in disclosing to.

Mandatory Reporter Checklist
Online Form: http://dss.mo.gov/cd/can.htm
Hotline Number: 800-392-3738

Clear all Fields

Mandated Reporter's Name:
Source of information (e.g. observations, child's disclosure, third-party report):
Did you identify yourself when you made the call as a mandated reporter? No
Brief Description of call

☐ Call to child abuse hotline was made. Date: Time:
Hotline Worker's name and Badge Number:
Code/Track Recorded by Hotline Worker:
☐ Investigation/Assessment
☐ Emergency
☐ Referral to local office
☐ Documented Call
Resources Provided by Hotline Worker:
Information Collected and Forwarded to child abuse Hotline:
Note: You have to call even if you don't have all of the information below!
☐ Child's Name:
☐ Child's Address:
☐ Name, Address and phone number of caretaker(s):
☐ Child's age/date of birth: DOB:
☐ Child's Gender: ○ Male ○ Female ☐ Child's Ethnicity: Choose one
☐ Nature and extent of the injuries, abuse or neglect:
☐ Name, Age and address of person responsible for abuse (if known):
☐ Name and Ages of others in the home:
☐ Name and address of person making report:
☐ Occupation of person making the report and contact number:
☐ How Did you hear about this
☐ Has this been reported before? No When?
☐ Is there anything dangerous in the home to worker?
☐ Where is the student now?
☐ Where will student be in the next 24 hours?
☐ Is it possible that the alleged perpetrator is going to have access to the child in the next 24 hours?
☐ Details of incident to report:
Note: Attach additional notes of other documentation pertaining to call to this form.
☐ Call to child abuse hotline ***WAS NOT*** made:
Reason why: