

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

4200 Ashe Road
Bakersfield, CA 93313

Child Abuse Reporting Procedures

Definition

Any act of omission or commission that endangers or impairs a child's physical or emotional health and development including:

- Physical abuse, corporal punishment
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation
- Emotional abuse, depravation

Legal Protection

Penal Code Section 11166 requires any Mandated Reporter who reasonably suspects a child has been the victim of abuse or neglect must:

- Report the known or suspected instance of child abuse to a child protective agency immediately by phone
- Prepare and send a written report within 36 hours of receiving the information as outlined in Penal Code 11167

Mandated Reporters include: Teachers, administrators, supervisors, certificated pupil personnel and classified employees of any public or private school. All district employees and substitute employees are considered MANDATED REPORTERS.

Required Action for Reporting Suspected Child Abuse

1. Immediately call the Kern County Department of Human Services (KCDHS), Child Protective Services 24-Hour HotLine at **(661) 631-6011** – Make a VERBAL report – **Call first** – It's the law!

Provide the following information:

- Your name
 - Name of the child
 - Present location of the child
 - Nature and extent of injury
 - Any other information that led the reporter to suspect child abuse
 - Other information requested
2. Follow up with the written Suspected Child Abuse Report (SCAR) within 36 hours of phone call per mandated reporter guidelines. Please include the name of the social worker the report was made to in section B, under "official contacted." Forms may be obtained from the school office, the KCDHS website at <https://www.kcdhs.org/services/child-protective-services/abuse-reporting> or here: [Suspected Child Abuse Report Form BCIA 8572](#).

NEXT: Follow-Up (Mail/Fax) with the written Suspected Child Abuse Report (SCAR). Include a phone number where you can be reached should KCDHS emergency personnel need to make a follow-up call. Mandated Reporters must follow-up all verbal reports with a written report within 36 hours.

Send the original SCAR to Child Protective Services:

- Mail to: KCDHS – CPS (SCAR Enclosed)
PO Box 511
Bakersfield, California 93302
- Email to: KernCPSHotLine@kerndhs.com
- FAX to: (661) 631-6568

3. If the child is in imminent danger or has major medical needs, call **9-1-1**.
4. It is suggested that a copy be placed in a file folder labeled “Completed Suspected Child Abuse Reports” in the school office. You may omit your name from this form if you wish to remain anonymous. Do **not** place this form in the student’s cumulative file. You may keep a copy for your personal documentation. **All information is strictly CONFIDENTIAL.**
5. Once you make a “suspected” child abuse report, it is suggested that you inform your immediate supervisor or building administrator. Again, if anonymity is desired, simply mail a copy to your supervisor omitting your name and contact information.

[Reporting forms](#) are available in every school site office.

Other References/Sources Of Information:

BP/AR 5141.4 Child Abuse Prevention and Reporting

➤ Available on the District Board Policies website:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030362>

State of California Education Code, Section 48987

➤ Available on the State of California Legislation Information website

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48987&lawCode=EDC