



LONGVIEW PUBLIC SCHOOLS CHILD ABUSE AND NEGLECT REPORTING PROCESS AND FORM

If you have reasonable cause to believe that physical, sexual, emotional abuse or neglect of a child has occurred you **MUST** make a report to DCYF (Child Protective Services) and/or Law Enforcement. The report **MUST** be made within 48 hours from the date and time the staff member becomes aware of the abuse or neglect. School counselors and administrators can assist staff with reporting services to CPS, if needed.

STEP 1: IDENTIFY SUSPECTED ABUSE/NEGLECT

Reasonable cause to believe physical, sexual, emotional abuse or neglect has occurred



STEP 2: ASSESS IMMEDIATE EMERGENCY SAFETY

Is the child in immediate physical danger right now?

YES



CRITICAL EMERGENCY CALL 911 IMMEDIATELY

Then proceed to Step 5

NO



STEP 3: GATHER DETAILS

DO NOT INVESTIGATE.. REPORT

1. Child's full legal name, address, date of birth
2. Name & address of child's parent/guardian
3. Nature and level of abuse or neglect
4. Evidence of previous incidents
5. Other information helpful in establishing cause of abuse/neglect or identity of perpetrator



STEP 4: DETERMINE WHICH AGENCY TO CONTACT

RCW26.44.030(1)(a) requires that a report be made with the proper law enforcement agency OR DCYF (Child Protective Services)

IS THE SUSPECTED ABUSER EXTERNAL TO
THE FAMILY?



CONTACT LOCAL LAW ENFORCEMENT

Non-emergency dispatch: 360.762.6800

Obtain and Record Case #

(Then move to Step 5)

IS THE SUSPECTED ABUSE / NEGLECT
OCCURRING WITHIN THE FAMILY?



CONTACT DCYF (CHILD PROTECTIVE SERVICES)

Toll Free Intake: 1.866.764.2233

After Hours: 1.800.562.5624

Obtain and Record DCYF Tracking #

(Then move to Step 5)

IT IS THE JOB OF AGENCIES TO PERFORM JOINT ASSESSMENT & INVESTIGATION
DCYF (CPS) and Law Enforcement coordinate to investigate, assess severity, protect the child,
and log case timeline (RCW 26.44.030(5)-(6), RCW 26.44.035)

STEP 5: COMPLETE THE [REPORT OF CHILD ABUSE/NEGLECT FORM](#)



STEP 6: NOTIFY PRINCIPAL OR SUPERVISOR THAT A REPORT WAS MADE



STEP 7: TRANSMIT COMPLETED AND SIGNED REPORT FORM

Email completed form to: CPS@longviewschools.org

and

IF DCYF (CPS) was contacted, FAX the completed Report of Child Abuse/Neglect to 360.577.2382
and/or

IF Law Enforcement was contacted email or FAX the completed Report of Child Abuse/Neglect
Form to the appropriate agency, based on where the suspected abuse occurred:

- City limits of Longview- Longview Police- referrals@ci.longview.wa.us
- Non incorporated areas- Cowlitz County Sheriff's Office- patrol@co.cowlitz.wa.us
- City limits of Kelso - fax 360.423.0577

For emergency mental health services, contact the Columbia Wellness Mobile Crisis Team at 360.425.6064 or toll free at 800.803.8833.

If a student is suicidal, parents/guardians must also be contacted and you must notify the school counselor and building administrator. It is also recommended that you notify your school counselor regarding all student child/abuse neglect concerns.

REMEMBER, it is not up to the mandated reporter to determine severity or authenticity regarding abuse, neglect or suicidal ideation, contacted agencies will take the report and provide the appropriate response. Mandated reporters do not contact parents regarding a CPS report. Agencies including CPS, the Longview Police Department, or the Cowlitz County Sheriff's office will follow up with parents. All CPS reporting should remain confidential except for reporting to the building administrator and school counselor.

Definitions, Legal, and Policy References

Longview Public Schools Child Abuse, Neglect, and Exploitation Prevention [Policy 3421](#) and [Procedure 3421P](#)

A Mandated Reporter in Washington State is: any member of the clergy, practitioner, county coroner or medical examiner, law enforcement officer, **professional school personnel***, registered or licensed nurse, social service counselor, psychologist, pharmacist, employee of the department of children, youth, and families, licensed or certified child care providers or their employees, employee of the department of social and health services, juvenile probation officer, diversion unit staff, placement and liaison specialist, responsible living skills program staff, HOPE center staff, state family and children's ombuds or any volunteer in the ombuds' office, or host home program. ([RCW 26.44.030\(1\)\(a\)](#))

**"Professional school personnel" should be broadly construed to include all School District employees.*

Reasonable cause under Washington state law means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact, or neglect of a child. The legal standard meaning is, "a sensible, fact-based reason for a belief, action, or excuse. It shows that a person acted with ordinary care or that objective facts support a decision. It must rely on real circumstances such as personally seeing suspicious injuries, behavioral signs, or directly hearing a disclosure from a child or another reliable source*, not a simple "guess" a "gut feeling," or a rumor or speculation. ([RCW 26.44.030\(1\)\(b\)\(iii\)](#)).

** A reliable source does not necessarily need to be first-hand, but should be, in the judgment of the reporter, credible.*

"Abuse or Neglect" means sexual abuse, sexual exploitation, female genital mutilation as defined in [RCW 18.130.460](#), trafficking as described in [RCW 9A.40.100](#), sex trafficking or severe forms of trafficking in persons under the trafficking victims protection act of 2000, 22 U.S.C. Sec. 7101 et seq., or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under [RCW 9A.16.100](#); or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect. ([RCW 26.44.020\(1\)](#)),

Legal Immunity, Any person participating in good faith in the making of a report of child abuse and neglect, with the exception of a person who intentionally and in bad faith, knowingly makes a false report of alleged abuse or neglect, testifies as to alleged child abuse or neglect in a judicial proceeding, or otherwise providing information or assistance in connection with a report, investigation, or legal intervention pursuant to a good faith report of child abuse or neglect shall in so doing be immune from any civil or criminal liability arising out of such reporting or testifying under any law of this state or its political subdivisions. ([RCW 26.44.060\(1\)\(4\)](#))

Legal defense of public employees. In cases in which a public employee who is a mandated reporter acts in good faith and without gross negligence in his or her reporting duty, and if the employee's judgment as to what constitutes reasonable cause to believe that a child has suffered abuse or neglect is being challenged, the public employer shall provide for the legal defense of the employee. ([RCW 26.44.032](#))