

### **Reporting Child Abuse and Neglect - Procedures**

Upon receiving a report of suspected child abuse the following actions shall be taken.

#### **I. ADMINISTRATORS' DUTIES**

- A. If it is determined that there is a duty to make a report to DHS and the District Attorney, the principal or principal's designee shall make the appropriate report(s), as provided in section B.
- B. The law provides that a report must be made to DHS when the person suspected is a "person responsible for the child," or to the District Attorney when the person suspected is not a person responsible for the child. However, because the legal definition of "person responsible for the child" is vague, the principal/designee shall report all cases of suspected abuse or neglect to DHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the principal/designee shall also make a report to the District Attorney.
- C. The principal/designee shall retain a record of all verbal and written reports made to DHS, the District Attorney, or other outside agencies as well as all actions taken by the District.

#### **II. REPORTING PROCEDURES**

The verbal report shall include the following information, if known:

- A. The name and address of the child and the persons responsible for his/her care or custody;
- B. The child's age and sex;
- C. The nature and extent of the alleged abuse or neglect, including description of injuries and any explanation given for them;
- D. A description of alleged sexual abuse or exploitation, if any;
- E. Family composition and evidence of prior abuse or neglect of the child or his/her siblings;



