

**Child Abuse/Neglect
(Administrative Rule)**

Code #454.00AR

Procedures for Reporting Child Abuse/Neglect

Because of their sustained contact with school-age children, Tri-County Area School District employees are in an excellent position to identify potentially abused or neglected children. Therefore, the following procedures are to be used in referring suspected abused or neglected children to a county Child Protective Services department or law enforcement.

- Any school employee (as required by state law) having reasonable suspicion that a child's physical or mental health or welfare has been adversely affected by abuse or neglect or has reason to believe that a child has been threatened with abuse or neglect and that it will occur shall report the suspicion immediately to Child Protective Services.
- A school employee who suspects that a child has been the victim of abuse or neglect may consult with any Principal, School Counselor, or School Psychologist regarding his or her suspicion and whether a report should be filed. However, consultation with other staff may not delay the reporting of suspected child abuse or neglect.
- The referring person shall provide as much information as known when making the report, which includes, but is not limited to the student's name, address, age, date of birth, name of school and child's grade, telephone number of child's caretaker, circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur, nature and extent of injuries or description of neglect, and any other information that might help establish the cause of the injuries or conditions, including a statement from the child. Also include information regarding present whereabouts of the child, any factors contributing to high risk, and other children in the family and/or others living in the home, parent(s)/guardian(s) place of employment, and an emergency telephone number.
- Mandated reporters may contact Child Protective Services to check on the case status of reports filed by them.

Cross Reference: 454.00, Child Abuse/Neglect

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