

**REPORTING CHILD ABUSE AND NEGLECT –  
ADMINISTRATIVE PROCEDURE**

This procedure implements the Board’s policy JLF – Reporting Child Abuse and Neglect. It summarizes the steps to be taken with a school employee suspects that a child has been or is likely to be abused or neglected.

The “notifying person” refers to any employee of the school unit who has the information that gives rise to the reasonable suspicion that a child has been or is likely to be abused or neglected and is required by law or Board policy to report it.

- A. The notifying person should immediately notify the building principal or other designated agent of the suspected abuse or neglect. The person may notify the Department of Health and Human Services (DHHS) directly, and if appropriate, the District Attorney (DA).
- B. The building principal or designated agent should immediately notify the Superintendent. The building principal/designated agent or Superintendent should immediately make a report by telephone to DHHS, and if requested by DHHS, should provide a written report of the suspected abuse or neglect to DHHS within 48 hours. If the person suspected of abuse or neglect is not the parent, guardian or other custodian of the child, the building principal or Superintendent shall also make a report to the DA.
- C. The building principal/designated agent or Superintendent should send a written confirmation containing the name of the person reporting, the date and time of the report and a summary of the information to the notifying person.
- D. The notifying person should acknowledge in writing that he/she has received the confirmation that the report has been made by the principal or designated agent.
- E. The confirmation and acknowledgement should be retained in the school’s records.
- F. If the notifying person has not received written confirmation within 24 hours of making his/her report to the principal or designated agent has caused a report to be made to DHHS and, if appropriate, the DA, the notifying person shall immediately make a report to DHHS and, if appropriate, the DA.

Cross Reference: JLF – Reporting Child Abuse and Neglect  
JLF-E – Suspected Child Abuse and Neglect Report Form

Adopted: \_\_\_\_\_