

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: JLF-R

REPORTING CHILD ABUSE

Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, neglect) should immediately report the situation to the principal. This oral report should be followed at once by a written report sent by the employee to the principal.

The written report should include:

- a. Name, age, and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.
- c. The nature of the child's injury or condition; information on conditions leading to suspected abuse and/or neglect -- (all with dates as appropriate).
- d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The principal shall contact the Department of Social Services, using procedures and forms as may be required by that department.

After the report is made to the Department of Social Services, district and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of suspected abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child as deemed appropriate.

Once a report of child abuse is given to the Department of Social Services, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, the school will not:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. This does not preclude taking action in an emergency situation.
- c. Convey messages between the agency and the parents or guardians.

Authorized school and district personnel may make available to the Department of Social Services personnel the health or other records for investigative purposes.

Adopted: 1/20/98