

Child Abuse reporting Procedure

- By law we must report any suspected child abuse
- Record the info provided by the child. Ask only factual questions such as;
 - What happened?
 - Where?
 - Who?
 - When?
- Meet with the Administrator liaison, Katy Cárdenas as soon as possible, Jane Dowell is the alternate.
- Report will be made by school liaison, to either CPS or police or both
- Written report will be filed and submitted by liaison within 72 hours
- Additional guidelines:
 - Refer parent inquires to CPS, police or school liaison
 - Maintain confidentiality
 - Make no promises to the victim and let them know you will make a report for their safety
 - Do not be judgmental
 - If it is third party info, encourage the party to report the info.