

**Helix School District 1R**

Code: **JHFE-AR(2)**  
Adopted: 5/12/10  
Readopted: 9/12/12; 4/10/13; 12/13/17

**Abuse of a Child or Other Investigations Conducted on District Premises**

An investigation of a report of abuse of a child may be conducted on school premises by an investigator from the Department of Human Services (DHS) or a law enforcement agency according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

The investigator shall be advised by a school administrator or a school staff member of a child’s disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator’s discretion, be present to facilitate the investigation.

I, \_\_\_\_\_ (name of investigator or worker), am directing \_\_\_\_\_ (district staff member) not to notify any person, including the parent or guardian of \_\_\_\_\_ (name of student), other than the Department of Human Services (DHS) or law enforcement agency, of this investigation and directing \_\_\_\_\_ (name of district staff member) not to disclose any information obtained during the investigation pursuant to ORS 419B.045. The DHS or law enforcement agency are responsible for notifying the parents or guardians regarding the investigation pursuant to Oregon Administrative Rule (OAR) 413-015-0420. Pursuant to ORS 419B.045, DHS will assume liability and indemnify the district and its staff for complying with this order.

\_\_\_\_\_  
Worker/Investigator Badge or ID Number

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Name of Worker’s/Investigator’s Supervisor

\_\_\_\_\_  
Supervisor Contact Information

\_\_\_\_\_  
Investigator Signature

\_\_\_\_\_  
Date

**FOR COMPLETION BY DISTRICT STAFF**

\_\_\_\_\_  
Name of Administrator Notified

- Student not available for interview
- Student refused to be interviewed
- Administrator participated in interview

This form should be placed in a separate secure file and not in the student’s file.