

## **Reporting of Suspected Child Abuse**

### 1. Introduction

- a. All district employees have a responsibility to initiate reporting when there is reason to believe a child is being or has been abused.
- b. Anyone initiating a good faith report with reasonable grounds for making the report has legal immunity from any liability.
- c. The initiation of a report made in good faith about suspected child abuse may not adversely affect any terms of conditions of employment or the work environment of the complainant. Neither the Board or any school employee will discipline a student for the initiation of a report made in good faith about suspected child abuse by a school employee.

### 2. Procedure When Reporting Nonschool Personnel

- a. Any district employee who has information or evidence that a child may have been subjected to a physical injury neglect, mental injury, threat of harm and/or sexual abuse and exploitation shall immediately call the County Department of Human Services, or the Lake Oswego Police Department, and make a report to the administrator. If the administrator is not available, the employee shall inform the administrator upon that person's return. If the administrator is suspected of the abuse, the employee shall follow procedures stated below.
- b. The information shall be immediately reported orally by phone or otherwise to the County Department of Human Services or the Lake Oswego Police Department. The report shall include the names and addresses of the child and his/her parents or other persons responsible for his/her care, the child's age, nature and extent of the abuse, and the explanation given for the abuse.
- c. The employee receiving information shall make as accurate a written record as possible of any specific related information and/or visible evidence and the time and date of receiving the information. This confidential written report summarizing all information and action shall be forwarded to the superintendent, who will designate an administrator to act as custodian of the file pending disposition of the case.

### 3. Procedure When Reporting School Personnel

- a. Any district employee who has information or evidence that a child may have been subjected to a physical injury neglect, mental injury, threat of harm and/or sexual abuse and exploitation shall immediately call County Department of Human Service, or the Lake Oswego Police Department.
- b. The information shall be immediately reported orally by phone or otherwise to the County Department of Human Services or the Lake Oswego Police Department. The report shall include the names and addresses of the child and his/her parents or other persons responsible

for his/her care. the child's age, nature and extent of the abuse, and the explanation given for the abuse.

- c. The school employee shall also immediately inform the executive director of human resources and operations. The executive director of human resources and operations will, upon receiving the report, investigate it in a timely manner.
- d. When the district receives a report of suspected child abuse by one of its employees, and the district determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until either: (a) The Department of Human Services or a law enforcement agency determines that the report is unfounded or that the report will not be pursued; or (b) The Department of Human Services or a law enforcement agency determines that the report is founded and the district takes the appropriate disciplinary action against the district employee. If the department of human services or a law enforcement agency is unable to determine, based upon a report of suspected child abuse, whether child abuse occurred, the district may reinstate the district employee placed on a paid administrative leave or may take appropriate disciplinary action against the employee.

4. Upon request from a law enforcement agency, the Department of Human Services, or the Teacher Standards and Practices Commission, the district shall provide the records of investigations of suspected child abuse by a district employee or a former employee. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

## 5. **Failure to Comply**

Any district employee who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

## 6. **Cooperation with Investigator**

The district staff shall make every effort in suspected child abuse cases to cooperate with investigating officials as follows:

- a. If the student is to be interviewed at the school, the principal or representative shall make a conference space available. The principal or representative of the school may at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the principal or representative. The officer shall sign the student out on a form to be provided by the school;
- b. When the subject matter of the interview or investigation is identified to be related to suspected child abuse, district employees shall not notify parents;
- c. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;

- d. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.