

**Neah-Kah-Nie
School District 56**

Code: **JHFE-AR**
Adopted: 11/12/01
Readopted: 4/14/08
Orig. Code(s): JHFE-AR

Reporting of Suspected Child Abuse

As 24-hour per day mandatory reporters, all district personnel shall promptly comply with the statutory requirements concerning the reporting of a suspected child abuse. In particular, all district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services, Community Human Services, or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, building principal or superintendent. It is **not** the responsibility of district personnel to investigate the situation, only to report cases of possible abuse/neglect to the appropriate authorities.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

The district will designate the superintendent to receive reports of child abuse by school employees and specify the procedures to be followed upon receipt of a child abuse report. The district will post in each school building the name and contact information of the person designated to receive child abuse reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

When the district receives a report of suspected child abuse by one of its employees, and the superintendent determines that there is reasonable cause to support the report, the district shall place the school employee on paid administrative leave until the Department of Human services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the school employee. If the Department of Human services or a law enforcement agency is unable to determine whether the child abuse occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

Definitions

1. Oregon law recognizes these types of abuse:
 - a. Physical;
 - b. Neglect;
 - c. Mental injury;

- d. Threat of harm;
 - e. Sexual abuse and sexual exploitation.
2. Child means an unmarried person who is under 18 years of age.

When a district employee suspects the possible abuse/neglect of a child, he/she should follow these procedures in order to ensure confidentiality and to document that the suspected abuse/neglect has been reported as required by law:

1. Immediately report the abuse/neglect to law enforcement or Oregon Department of Human Services, Community Human Services following building procedures;
2. Complete the Tillamook County School District's Confidential Child Abuse/Neglect Referral form. Note date and time of the report was made to law enforcement or Oregon Department of Human Services, Community Human Services. Submit a **single** copy of the form to the building principal;
3. Do **not** make copies of the form for distribution to others or for the student's education records file. Personal notes regarding the suspected abuse/neglect may be kept by the district employee and/or the principal if desired.
4. The **principal** is responsible for forwarding the form to the superintendent at the district office. To ensure confidentiality, the form should be either hand-delivered or sent via sealed envelope marked CONFIDENTIAL and addressed to the superintendent. The form will be kept in a confidential file maintained as part of the permanent district records at the district office.

Confidentiality of Records

Documents, reports and records compiled by district employees pursuant to the provisions of the Child Abuse Act are confidential and are not accessible for public inspection. The principal or designee shall make such records available to any law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission or a child abuse registry in any other state for the purpose of subsequent investigation of child abuse, and to any physician, at the request of the physician, regarding any child brought to the physician or coming before the physician for examination, care or treatment. However, prior to the disclosure of a disciplinary record the principal or designee shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.

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.

Cooperation with Investigator

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

1. 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;
2. When the subject matter of the interview or investigation is identified to be related to suspected child abuse, district employees shall not notify parents;
3. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. 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.

Immunity from Liability

Any district employee participating in good faith in the making of a report pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

Employees will be updated on an annual basis regarding the use of the form and the legal requirements for reporting incidents of suspected abuse/neglect. At any point in the reporting process, employees are encouraged to ask their principal for clarification of their responsibilities or for assistance with the reporting process.

NEAH-KAH-NIE SCHOOL DISTRICT NO. 56

Confidential Child Abuse/Neglect Referral

Person initiating this referral must: Report incident IMMEDIATELY by telephone to law enforcement agency (LEA) or Oregon Department of Human Services, Community Human Services (DHS) at 1-877-317-9911.

Alleged Victim	Special Accommodation Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type: _____
_____				<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	MI	Age	Date of Birth
School _____				Grade _____
Parent/Guardian	_____			
	Last Name	First Name	MI	
_____				_____
Address/Zip Code				Phone Number
Information Gathered By:	Name _____	Position _____		
Date _____	Time _____	(Notification of parent is responsibility of DHS or LEA.)		
Reported To: (Indicate which agency)				
Oregon Department of Human Services, Community Human Services Involvement:				
Date _____	Time _____	Name of contact at DHS _____		
Law Enforcement Agency Involvement:				
Date _____	Time _____	Officer's Name _____		
Child Taken into protective custody:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

	Signature of Law Enforcement Agency/CPS Agent taking child			
Date and time of alleged abuse occurrence	_____			
Nature and extent of the alleged abuse	_____			
Identity of alleged perpetrator (if known)	_____			
Other pertinent information regarding the alleged abuse	_____			

Person who made call	_____	(Signature)		Date _____
Principal	_____	(Signature)		Date _____
DO NOT FILE IN CHILD'S SCHOOL RECORD (File in Confidential File at the district office)				

Copy to Office of the Superintendent **immediately** if alleged perpetrator is an employee or volunteer.