

REPORTING CHILD ABUSE, INCLUDING SEXUAL ABUSE, AND NEGLECT ADMINISTRATIVE PROCEDURE

This procedure implements the Board’s policies JLF – Reporting Suspected Child Abuse and Neglect and JLFA – Child Sexual Abuse Prevention and Response. It summarizes the steps to be taken when a school ~~department~~ employee or volunteer suspects that a child has been or is likely to be abused or neglected.

The “notifying ~~person~~ employee” refers to ~~the person~~ any employee or volunteer of the Cape Elizabeth School Department who has the information that gives rise to the reasonable suspicion that a child has been or is likely to be abused or neglected and is required by law or Board policy to report it, ~~such as a teacher, principal, guidance counselor or bus driver.~~

- A. The notifying ~~person~~ employee should immediately ~~notify the principal or other designated agent~~ inform a school administrator, the Title IX Coordinator, or the Superintendent of the suspected abuse or neglect. The person may also notify the Department of Health and Human Services (DHHS) directly or, if appropriate, the District Attorney (DA).
- B. If a school administrator or the Title IX Coordinator receives the information, they shall immediately notify the Superintendent.
- C. The Superintendent or designee shall make a report by telephone to DHHS within 24 hours and, if requested by DHHS, provide a written report of the suspected abuse or neglect to DHHS within 48 hours. If the person suspected of abuse or neglect is not the person responsible for the child, the Superintendent or designee shall instead make a report to the DA.
- D. The person making the report to DHHS or the DA shall complete the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E).
- E. ~~The principal or designated agent should send a written confirmation containing the name of the person reporting, the date and time of the report and a summary of the information to the notifying person.~~ The Superintendent or designee shall provide a copy of the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E) to the notifying employee within 24 hours of the initial report. The notifying employee shall sign the form and return it to the Superintendent.

E. The confirmation and acknowledgement should be retained in the school's ~~district's~~ records.

F. If the notifying ~~person~~ **employee** has not received ~~written confirmation~~ **a copy of the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E)** within 24 hours of ~~making their report that the principal or designated agent has caused a report to be made to DHHS and, if appropriate, the DA,~~ the notifying person shall ~~immediately make a report to DHHS and, if appropriate, the DA~~ **informing a school administrator, the Title IX Coordinator, or the Superintendent, the notifying employee shall make an immediate report directly to DHHS or, if the person suspected is not a person responsible for the child, to the DA. In such cases, the employee shall then complete the form and give it to the Superintendent.**

Cross Reference: JLF - Reporting Child Abuse and Neglect
JLFA - Child Sexual Abuse Prevention and Response
JLF-E - Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form