

Mandated Reporting of Suspected Child Abuse/Neglect

Policy

The health, safety, and welfare of children are the first priority of the Neighborhood House Association (NHA) Early Head Start/Head Start (EHS/HS) program. Staff who interact with enrolled children and families are mandated reporters and must report any suspected child abuse or neglect. The primary intent of reporting suspected child abuse and neglect is to protect the child. To ensure that staff is familiar with the requirements of mandated reporting, staff receive annual training on Mandated Reporting of Child Abuse/Neglect.

Reference and Regulation:

Head Start Program Performance Standards 1302.47(b)(4)(i)(K),
1302.47(b)(5)(i), 1303.22(c)(7)

ACF-IM-HS-15-04 Mandated Reporting of Child Abuse and Neglect
Community Care Licensing Regulation: 101212

Section 11165.7 of Child Abuse and Neglect Reporting Act

Mandated Reporting of Suspected Child Abuse/Neglect

Procedure

Issuance Date: August 2007

Revision Date: June 2018

If EHS/HS staff suspects or has knowledge of any form of child abuse/neglect (including physical abuse, emotional abuse, sexual abuse, abandonment, and neglect), he or she must make a report to Child Welfare Services (CWS). Under no circumstances should a supervisor or other staff attempt to discourage from reporting suspected or actual child abuse/neglect.

The reporting of suspected child abuse/neglect is confidential and, therefore, information about the report must not be shared with any individuals that are not directly involved. For additional direction on confidentiality, see FCP-Confidentiality of Written and Verbal Information Standard Operating Policy and Procedure (SOP).

The staff who suspects or witnesses abuse/neglect must make the report to CWS. A supervisor or other staff person will not make the report on behalf of someone else.

In the case of suspected child abuse or neglect, staff will complete the following steps:

1. Call 911 if a child is in immediate danger.
2. If staff is uncertain about whether or not an incident is reportable, the staff person can call the Child Abuse Hotline (1-800-344-6000 or 858-560-2191) and describe the situation.

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- a. In the event that the Child Abuse Hotline states that the situation is not reportable, staff must document the conversation in the Progress Notes.
 - b. The Progress Notes are added to the Restricted File.
 - c. If the child does not already have a Restricted File, create a Restricted File (staff may reference FCP-Restricted File SOP for additional directions).
 - d. Even if the incident is not reportable, staff will inform the Site Supervisor of suspected abuse/neglect.
3. If a staff person suspects abuse or neglect, the staff person informs the Site Supervisor (or Area Director if Site Supervisor is unavailable) that a report is being made. If necessary, the Site Supervisor/Area Director follows the steps outlined in "Protocol for Managing Community Care Licensing (CCL) Complaints or Incidents" (See attached). If neither the Site Supervisor nor the Area Director is available, staff informs the Second-in-Command. The Second-in-Command must inform Site Supervisor or Area Director at the earliest opportunity so that the "Protocol for Managing Community Care Licensing (CCL) Complaints or Incidents" can be initiated, if needed. Staff document who was informed of the incident in the Progress Notes, which will be added to the Restricted File.
4. Call the Child Abuse Hotline (1-800-344-6000 or 858-560-2191) and report the incident. Staff must provide all of the information pertaining to the incident and answer all questions to the best of their ability. Staff is encouraged to have the Child File available during the phone call so as to be able to provide necessary information. Staff obtains the name and title of the individual that takes the report and documents it in the Progress Notes which will be added to the Restricted File.
5. Complete the "Suspected Child Abuse Report" (DOJ SS 8572) form on the NHA Intranet→Head Start Tab→Head Start Resources. The form must be submitted within 36 hours of the time when the verbal report was made. The Site Supervisor, Area Office staff, the Director of Family

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Support Services, or Content Area Coordination Unit (CACU) are available to provide assistance in completing the form.

6. Fax completed "Suspected Child Abuse Report" form to: 858-467-0412.
OR
Mail completed "Suspected Child Abuse Report" form to:
SD Child Abuse Hotline P.O. Box 711341, San Diego, CA 92111
7. Fax completed "Suspected Child Abuse Report" to the Head Start Licensing Relations Manager at 858-357-8655.
8. Write "Action was taken. See Restricted File" in the Progress Notes of Section 3 in the Child File.
9. File completed "Suspected Child Abuse Report" form and any relevant Progress Notes in the Restricted File. If the child does not already have a Restricted File, create a Restricted File (Reference SOP FCP Restricted File for additional directions).

Documentation:

Suspected Child Abuse Report (DOJ SS 8572)
Progress Notes (Section

Mandatory Reporting of Child Abuse/Neglect Flow Chart

