

(School Name)
Child Abuse and Neglect Policy

The state law of Indiana makes it mandatory for all individuals to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual abuse and physical neglect to Child Protection Services of the Department of Family and Children. No one has an option in the matter of reporting such cases for investigation. Reporting in good faith frees the reporter from any liability if the report proves to be unfounded. On the other hand, willful failure to report opens an individual to criminal or civil liability.

Reporting Procedure

1. Any staff person observing what he/she believes to be abuse or neglect shall inform the director immediately (“immediately” means within one hour of the discovery of the abuse/neglect). **If a child is perceived to be in imminent danger, the staff member shall first inform the police and then inform his/her director.**
2. After the staff member informs the director, a ***Confidential Child Protective Services Report Record*** must be completed by the staff member and signed by the director. When a volunteer is the observing staff member, the director will complete the form with the child’s name, address, date of birth, and social security number due to the confidentiality of personal information.
3. **Note: The director and staff shall refrain from questioning children and suspected perpetrators beyond gathering information to report the suspected abuse or neglect to child protective services.**
4. The observing staff member, in the presence of the director, will call CPS and notify them of the situation. When a volunteer is the observing staff member, the director will dismiss the volunteer before stating the child’s name, address, date of birth and social security number due to the confidentiality of personal information.
5. **Call the CPS Hotline Number: 1-800-800-5556**
6. A copy of the confidential report should be forwarded to the Chairman of the Board of Education and to the pastor(s) and other individuals the congregation identifies as “needing to know.” This report will be kept on file in a secure location.
7. **Please note: All cases of suspected child abuse or neglect are to be treated with the utmost confidentiality.**

8. If the alleged abuse or neglect occurred while the child was under the care of the child care center or the center receives a complaint from anyone regarding possible abuse or neglect of a child by a staff member, they or the director must immediately call the CPS hotline number: 1-800-800-5556. The center shall place the employee or volunteer on "leave" until child protective services completes their investigation. If the investigation substantiates the abuse or neglect, the employee or volunteer must be terminated.

9. The school will provide child abuse and neglect training for all new employees during orientation and for all staff on an annual basis.

The above policies will be strictly enforced at all times.

I have read and will adhere to the school's CPS Reporting Procedure.

Signature of Staff/Volunteer

Date

Signature of Witness

CONFIDENTIAL CHILD PROTECTIVE SERVICES REPORT RECORD

Supply as much information as is available.

Parent or Guardian's Name: _____

Parent or Guardian's Social Security Number: _____

Child's Name: _____ Date of Birth: _____

Address: _____

Telephone Number: _____

Reporting Person: _____

Date Reported: _____ Time Reported: _____

Reason for Referral:

- | | | |
|--|--|--|
| <input type="checkbox"/> Physical Abuse | <input type="checkbox"/> Physical Neglect | <input type="checkbox"/> Imminent or threatened harm |
| <input type="checkbox"/> Emotional Abuse | <input type="checkbox"/> Medical Neglect | |
| <input type="checkbox"/> Sexual Abuse | <input type="checkbox"/> Emotional Neglect | |

Description of incident, abuse or neglect: _____

Staff/Volunteer Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Board of Education Chairman/Pastor Notified: _____ Date: _____