



4000-Employees

51 - Child Abuse-Neglect Reporting by School Personnel Policy

1. Purpose

- 1.1. The purpose of this policy is to comply with the *Child Abuse Reporting Law* and *Child Abuse-Neglect Reporting by Education Personnel* Utah State Board of Education (USBE) rule that requires the reporting of child abuse and neglect by any person who has reason to believe that a child (student) has been abused or neglected.
- 1.2. The Board of Trustees (Board) authorizes the PHCS Administration to develop appropriate guidelines, procedures, protocols, and processes for this policy.

2. Introduction

- 2.1. The Administration recognizes that in order to fully implement the law on reporting of child abuse and neglect, school personnel must be fully informed and made aware of their responsibilities in this area.
- 2.2. Therefore, the Administration shall cause that any employee who knows or reasonably suspects that a student's health or welfare has been or appears to have been harmed as a result of abuse and neglect shall report and cause reports to be made in accordance with the procedures in this policy.

3. Definitions

- 3.1. **Employee** includes all persons who perform services for PHCS, including without limitation all full time, part time, salary, hourly, or temporary licensed employees, non-licensed employees, Administrators, educators, hourly employees, Board members, and substitute teachers.
- 3.2. **Student** is any person under the age of nineteen (19) receiving educational services at PHCS or anyone under the age of twenty-three (23) who is receiving educational services at PHCS as an individual with a disability.

4. Training

- 4.1. The Administration shall provide to employees annual training on the subject of identifying and reporting children (students) suspected of being abused or neglected.

5. Reporting Procedures

- 5.1. If an employee knows or reasonably suspects that a student is being abused or neglected, the employee shall immediately make an oral report to the building Administrator or his/her designee. Together, the building Administrator or his/her designee and the employee must make immediate contact with the nearest peace officer, local law enforcement agency, or Division of Family and Child Services (DCFS) to report the suspected abuse or neglect.
- 5.2. Within 24 hours after making the oral report to the building Administrator and reporting the suspected abuse or neglect to local law enforcement agency, the employee initiating the report shall complete and give to the building Administrator or his/her designee the *Report of Child Abuse-Neglect Form*.
- 5.3. Upon receiving the *Report of Child Abuse-Neglect Form*, the building Administrator or his/her designee shall:
 - 5.3.1. Forward a copy within 24 hours to the local law enforcement agency receiving the oral report.
 - 5.3.2. Forward a copy within 24 hours to the Executive Director.
 - 5.3.3. Place one copy of the *Report of Child Abuse-Neglect Form* in a confidential file to be maintained by the building Administrator or his/her designee. The *Report*



of Child Abuse-Neglect Form shall not be placed in the student's personal file.

- 5.4. It is not the responsibility of the employee to:
 - 5.4.1. prove that the student has been abused or neglected; or
 - 5.4.2. determine whether the student is in need of protection.
- 5.5. Employees shall not make contact with the student's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or possible neglect.
- 5.6. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect per USBE rule.
- 5.7. PHCS shall ensure that the anonymity of those reporting or participating in the investigation of the alleged child abuse or neglect is preserved in a manner required by Utah code.
- 5.8. Any employee who willfully fails to report a case of suspected child abuse or neglect, may face legal and/or disciplinary action in accordance with Utah code.



**FOR REFERENCE THIS IS THE CURRENT POLICY
THAT WAS EMBEDDED IN THE EMPLOYEE HANDBOOK**

1. **Child Abuse-Neglect Policy & Reporting Child Abuse**

Pursuant to [R277-401](#), any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the nearest peace officer, law enforcement agency, or DCFS.