

- Area:** Human Resources
- Subject:** HR03 – Identification, Reporting of Child Abuse and Neglect
- Reference:** 1304.52 (k)(3)(i), 1301.31 (4)(e)
- Policy:** SCOE and Delegate agencies will include methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws.

Procedure:

1. Child Development Supervisor II will ensure training to Migrant Head Start, Head Start and Early Head Start staff is provided by Grantee or Delegate on the California State Law mandates and Head Start's responsibility in reporting suspected child abuse on an annual basis. (California Child Abuse Reporting Law, Penal Code, and Article 2.5 of the Child Abuse and Neglect Reporting Act).
 - a. "Child Abuse" means a physical injury which is inflicted by other than accidental means on a child by another person. It can also mean sexual abuse, willful cruelty or unjustifiable punishment of a child. Child abuse also means the neglect of a child. (Penal Code Section 11165.6)
 - b. Those professionals required to report by Penal Code Sections 11165 through 11166 are "child care custodians" and "health practitioners." A child care custodian means a teacher, an instructional aide, a teacher's aide, etc. A health practitioner includes a physician, psychiatrist, dentist, licensed nurse, etc.
 - c. Failure to report by telephone immediately or as soon as practically possible and in writing within 36 hours is a misdemeanor, "punishable by confinement in the county jail for a term not to exceed six months, or by a fine of not more than \$1000 or by both." (penal Code 1112)
2. Inform and train all mandated reporters in the following steps in making a report.
 - a. Make a telephone report to Child Protective Services (1-800-558-3665). The mandated reporter must provide his or her name and be able to provide the following information:
 - i. Name of the child
 - ii. Present location of the child
 - iii. Nature and extent of the injury
 - iv. Any other information, including that which led the person to suspect child abuse
 - b. File a written report to Child Protective Services within 36 hours of the telephone report (Penal Code 1116). The written report must be filed on the **Suspected Child Abuse Report Form (91166PC)** and mailed to the Department of Social Services. This form is available from the Head Start nurse or the SCOE Head Start Office.
 - c. After filing the written report, send a copy to the Disabilities Coordinator in a sealed envelope marked "Confidential." The report will be filed in a child abuse report confidential file.

Reporting suspected child abuse is the individual responsibility of each Head Start employee. Under no circumstances will a supervisor or fellow employee discourage or attempt to discourage another employee from reporting a known or suspected instance of

child abuse.

Note: The California Community Care Licensing Division requires notification when allegations of Child Abuse involve the center of any Head Start agency personnel. See Manual of Policies and Procedures by Title 22 Community Care Licensing Division for more information.

Supervised by: Management Staff

Performed by: All grantee and delegate staff

Forms needed: Revised Child Abuse Reporting Procedures, Job Description and /or written notification, Resource List, Social Service Directory, Training Schedules, correspondence, Resource Materials, File Access Logs, Family Portfolio, Child Abuse Mandated Reporter regulations, Penal Code 11166, Unusual Incident Report, Suspected Child Abuse Report.

Frequency: As needed and ongoing.