

## **Child Abuse and Neglect Reporting Policy**

### **Procedure and Practices, including responsible person(s):**

All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556 within one hour upon discovery of the abuse/neglect, no matter where the abuse might have occurred. Co-Directors (Tammy Clark or Gail Hacker) will call to report suspected abuse or neglect.

The directors and all staff shall refrain from questioning children and suspected perpetrators beyond gathering information to report the suspected abuse or neglect to Child Protective Services. All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse would not be discharged for making a report; unless it is proven that a false report was knowingly made.

Signs of suspected child abuse or neglect would be recorded on the Student Injury Report Form, which will be kept in a confidential file located in the director's office. If a staff member is suspected of abuse, parents or legal guardians of suspected abused children will be notified by one of the Co-Directors (Tammy Clark or Gail Hacker) immediately after contact with Child Protective Services is made.

Staff who is accused of child abuse will be suspended pending investigation of the accusation. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. The center shall at all times maintain the confidentiality of all information obtained regarding the suspected or neglect of a child. Caregivers found guilty of child abuse will be immediately dismissed.

**When this policy applies:** Whenever any staff member has reason to suspect that any child on the premises of this childcare facility or any child not under the care of this childcare center may have been abused or neglected by anyone.

**Communication Plan for Staff and Parents:** Staff and volunteers will receive a written copy of this policy in their Orientation Packet. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment.

**Effective Date and Review Date:** This policy is effective as of 5-1-2012 and will be reviewed annually or as needed.

### **References:**

- Prevent Child Abuse Indiana - [www.pcain.org](http://www.pcain.org)
- Caring for our Children – <http://nrc.ushsc.edu>
- Model Child Care Health Policies – <http://www.eccls-healthychildcarepa.org>
- State Regulations