



Child Abuse Reporting Policy

U.C.A §62A-4a-403(1)(a)

R277-515-3(4)(I)

I. PURPOSE

The Board of Trustees and the Administration recognize that Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes the school Administration to develop procedures for employees at Channing Hall to carry out the intent of the law. The Board also recognizes that the State Attorney General mandates this policy.

II. POLICY

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. Therefore, the Administration shall direct all school employees who have reason to believe that a child's health or welfare has been or appears to have been harmed or in danger as a result of abuse and/or neglect shall report consistent with this policy.

- A. Channing Hall Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of abuse or neglect.
- B. Channing Hall Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect Report Form.
- C. Channing Hall Administration shall make Reporting forms readily available to employees in the school office.

III. Directives

- A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the Administration and the school counselor.

- B. The employee, administrator, counselor and employee will call the office of the Division of Child and Family Services or law enforcement to report the suspected abuse or neglect. Both the employee and the administrator must make immediate contact to report the suspected abuse or neglect.
 - C. The employee and/or administrator must not investigate beyond the point of establishing that they have “reason to believe” that there was abuse or neglect.
 - D. Within 24 hours after making the report to DCFS or law enforcement, the school employee initiating the report shall complete and give the Administration the School's Child Abuse-Neglect Report Form. The form shall be placed in a separate file to be maintained by the school counselor or designee. The form shall not be placed in the child's personal file.
 - E. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or determine whether the child is in need of protection.
 - F. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect—or for any other purpose.
- IV. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (§62A-4a-410, Utah Code Annotated)
- V. Any licensed school employee who willfully fails to report a case of suspected child abuse or neglect may face disciplinary action up to and including termination of employment. (R277-515-3(4)(I))