


Child Abuse Reporting

Information from Mandated Reporter Training Manual
San Diego City Schools
Student Support Services

Updated February 2007





Objectives

- Learn how to recognize child abuse
 - Understand responsibility as mandated reporters
 - Learn how to file a report with Child Protective Services (CPS)
- 




Administrative Procedure 6370

- Revised February 11, 2005
 - Purpose is to outline administrative procedures for suspected child abuse situations
 - Annual requirement to provide in-service to SDUSD staff members
 - Video is available from Student Support Services for viewing
- 



Adults who were abused as children:

- Have increased rates (4 to 12 times) of alcoholism, drug abuse, depression and suicide attempts
 - Are 2 to 4 times more likely to:
 - smoke
 - be generally ill
 - have had more than 50 sex partners
 - Are 1.6 times more likely to be obese
- 




Types of Child Abuse

● Physical

- Non-accidental physical injury
- Severe corporal punishment or unjustifiable punishment


● Emotional

- Verbal assaults (screaming, threats, blaming, belittling, sarcasm)
 - Witnessing family violence
- 



Types of abuse - continued


Neglect

- Negligent treatment or maltreatment of a child by a parent/caretaker
 - Includes severe and general neglect
 - Severe – failure to protect the child from malnutrition, or endangers person or health
 - General – failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury occurs
- 




Types of abuse - continued

● Sexual

- Sexual assault or exploitation of a minor
 - Chronic molestation or a single incident
 - Includes rape, incest, sodomy, oral copulation, penetration with a foreign object
 - Conduct or activities related to pornography depicting minors
 - Promoting prostitution of a minor
 - Consensual intercourse between a student under age 16 with a partner over age 21
- 




Child abuse does not include:

- Mutual altercation between minors
 - Self defense
 - Injury caused by reasonable force used by a peace officer acting within scope of employment
 - Use of reasonable force from a certificated employee to maintain order, protect property and protect the health and safety of pupils
- 



Mandated Reporting

- School district employees are mandated reporters
 - Must report when they “...have knowledge of or observe a child, in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse...”
- 



Mandated reporting - continued

- Failure to report is a misdemeanor & may result in loss of credential, up to 6 months incarceration and a fine of up to \$1000
- Schools may have procedures in place, but reporting is an individual responsibility

**Our duty is to report,
not to investigate**






Reporting Procedures

● Telephone First

- Must be reported by phone immediately or as soon as possible to either:
 - San Diego County Health and Human Services Agency (CPS) 858-560-2191
 - San Diego Police Department Child Abuse Unit 619-531-2000
 - Following telephone report, a fax or written report must be submitted within 36 hours
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Fax Reporting

- New protocol dictates you must **FIRST** call the hotline (858-560-2191), noting the name of the employee to whom you report. Then follow the phone call with a fax or written report
 - Use Fax reports Monday - Friday
8:00 am to 5:00 pm only
 - Original form remains in principal's office in a confidential file
- 



Written Report

- Suspected Child Abuse Report
 - Distribute copies to following locations:
 1. SD County Health & Human Services Agency
 2. SDPD Child Abuse Team
 3. Remains in principal's office in confidential file
-

Written and Fax report

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip				DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / OPS (Child Protective Services)					
ADDRESS Street City Zip				DATE/TIME OF PHONE CALL		
OFFICIAL CONTACTED - TITLE				TELEPHONE ()		
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS Street City Zip			TELEPHONE ()		
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	
D. INVOLVED PARTIES	VICTIMS					
	1. NAME BIRTHDATE SEX ETHNICITY		2. NAME BIRTHDATE SEX ETHNICITY			
	3. _____		4. _____			
	4. _____					
	PARENTS/GUARDIANS					
	NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS Street City Zip			HOME PHONE ()	BUSINESS PHONE ()	
	NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS Street City Zip			HOME PHONE ()	BUSINESS PHONE ()	
	SUSPECT					
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH OR APPROX. AGE	SEX	ETHNICITY	
ADDRESS Street City Zip			TELEPHONE ()			
OTHER RELEVANT INFORMATION						
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX: <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT		
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party




Removal of Child From School

- If a peace officer removes a child (who is a victim of suspected child abuse or neglect) from school grounds, then the peace officer is responsible for notifying the parent/guardian
 - The child's location may be withheld from the parent/guardian for up to 24 hours
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Interviews on School Campus

- Child will be given the option of being interviewed in private or selecting any staff member (certificated, classified or volunteer) to be present
 - Staff member is there for support, and shall NOT participate in the interview
 - Staff member may decline the request
 - Staff member is bound by confidentiality requirements related to child abuse reporting
- 



Questions About Reporting

- If you have any questions about when to report, or how to complete the forms, please contact the school nurse or one of the counselors





“Each of us, whether we have anything to do with children or not, is directly affected by how they are treated.”

--Anonymous