



USDB Policy

Child Abuse and Neglect



We Have a Duty
to Report!

Duty to Report:

- Any
 - School employee,
 - Volunteer,
 - Contracted or
 - Temporary employee
-

Duty to Report:

- If he/she has reason to believe that a child has been subjected to
 - incest,
 - molestation,
 - sexual exploitation,
 - sexual abuse,
 - physical abuse,
 - neglect,
 - or circumstances which would reasonably result in sexual abuse, physical abuse or neglect.
-



Duty to Report:

- He/She shall immediately notify
 - the nearest peace officer,
 - law enforcement agency,
 - Office of the Division of Child Family Services (DCFS),
 - Or Adult Protective Services (APS).
-

1. USDB Reporting Procedures

1.2 The oral report may be made with the USDB **supervisor present.**

1.3 It is the responsibility of the USDB employee making the report to **record the name of the individual and the name of the agency contacted.**

USDB Reporting Procedures cont.

1.4 The reporting party shall notify the investigational agency of any specific **communication needs** that will be required for the student interview, such as an interpreter/translator.

USDB Reporting Procedures cont.

1.5 A copy of the **USDB Child/Student Abuse-Neglect Reporting Form** (USDB Form 25.2)

shall be given to the USDB director/administrator within twenty-four (24) hours.

1.1 The USDB director/administrator will keep the form in a separate file and shall *not* place it in the child's/student's permanent file.

USDB Reporting Procedures cont.

1.6 The USDB director/administrator shall inform the USDB superintendent's office immediately.

2. DETERMINATION

- To determine whether or not there is reason to believe that abuse or neglect has occurred, USDB school employees **may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.**
-

DETERMINATION cont.

2.1 **Investigations** by USDB staff prior to submitting a report **shall not go beyond what is minimally necessary** to support a reasonable belief that a reportable problem exists.

DETERMINATION cont.

2.2 It is **not** the responsibility of the USDB director/administrator or other USDB school employees

- to prove who the abuser is,
 - or that the child/student has been abused or neglected,
 - or to determine whether the child/student is in need of protection.
-

DETERMINATION cont.

2.3 Interviews with the child/student or suspected abuser **shall not be conducted by any USDB school employee.**

DETERMINATION cont.

2.4 Notes of voluntary or spontaneous statements by the child/student shall be made and given to the investigational agency.

3. INVESTIGATIONS

3.1 The USDB director/administrator or other USDB school employees **shall not contact the child's/student's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.**

INVESTIGATIONS cont.

3.2 If USDB school officials are contacted by parents about child abuse and/or neglect reports,

- USDB school personnel shall *not* confirm or deny that a report was made
 - or an investigation is taking place.
 - A USDB school employee shall refer the caller to law enforcement or the DCFS.
-

INVESTIGATIONS cont.

3.3 USDB school officials shall cooperate with the DCFS, APS and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect.

4 REPORTING PROCEDURES

If the suspected perpetrator of child abuse or neglect is an employee of USDB, under section 62A-4-403, a report shall immediately be made to the USDB division director/administrator and/or the superintendent.

- The USDB superintendent shall immediately make a report of the allegation to the Utah State Office of Education.
 - Steps shall be taken to assure that further abuse or neglect is prevented by the suspected perpetrator.
-

5. EMPLOYEE DISCIPLINE

5.1 USDB employee discipline, up to and including termination, may result if abuse is substantiated.

6. PERSONNEL CHANGES

6.1 District principals/supervisory personnel in an education related setting shall be informed of any USDB personnel changes due to allegations. Details of the allegations shall *not* be shared.

7 AGENCY RESPONSIBILITY

7.1 If the matter has been reported to the DCFS or APS,

- **it is the responsibility of that agency to notify the child's/student's parent or guardian of any possible investigation prior to the child's/student's return home from school.**
 - DCFS or APS may be exempted from the notification if it determines that the child/student would be endangered by notification of the parent or guardian.
-

8. LIABILITY

8.1 Persons making reports or participating **in good faith** in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions (62A-4a-410).

New Central Intake Number

In an effort to promote responsiveness, consistency, and quality assurance throughout the State of Utah, all reports of abuse, neglect, and dependency will be reported through a single state-wide toll free number beginning June 13, 2011 for the Northern Region. On June 13th, 2011, Intake will be available 24 hours a day, 7 days a week.

1-855-323-3237
