

## **Procedure: Reporting of Child or Adult Dependent Person Abuse**

### **Reporting Procedure**

Reports must be made, either in person or by telephone, to one of the following: 1) the appropriate police department, 2) county sheriff's office, 3) state patrol, 4) county prosecuting attorney or 5) Dept. of Social and Health Services, Child Protective Division.

Prior to filing a report as described in this policy, employee must notify, either in person or by telephone, the building administrator of the building in which the child is enrolled (or the Superintendent of the district in which the child/adult resides if not currently enrolled in school) that a report will be made.

Prior to notification of the district, employee must notify, either in person or by telephone, his/her immediate supervisor or designee.

On the same day as the report, employee must prepare an "Individual Report of Child or Dependent Person Abuse or Neglect" form and submit copies to his/her immediate supervisor, the building administrator or superintendent and the division administrator/assistant superintendent.

Upon receipt of form described in above, administrator/assistant superintendent will forward a copy to the agency to which the report of suspected abuse or neglect was made.

In no way shall this procedure prevent an employee from filing a report which they believe to be warranted by this policy.