

CHILD ABUSE REPORTING GUIDELINES FOR SCHOOL STAFF

School personnel who suspect child abuse must report according to the child abuse reporting laws. If you know, observe, or reasonably suspect that a student has been a victim of physical or sexual abuse or neglect, you are required to report.

YOU ARE REQUIRED TO:

1. **MAKE A VERBAL REPORT BY TELEPHONE IMMEDIATELY TO:**

- **CHILD PROTECTIVE SERVICES (CPS) 24-Hour Child Abuse Hotline: (916) 875-5437 (875-KIDS).**
Press "O" immediately to access the receptionist and bypass the system.

2. **YOU MAY BE DIRECTED BY CPS TO CALL:**

- **SHERIFF: Emergency: 911 Non-Emergency: 874-5822**

3. **PREPARE A WRITTEN *SUSPECTED CHILD ABUSE REPORT*** on official reporting form SS8572 within thirty-six (36) hours of knowledge, observation, or reasonable suspicion that a student has been the victim of abuse. Fill in the form completely, giving both your work address and telephone number. Write in the name of the person to whom you spoke. Teachers may confer and ask for support from administrators, counselors, or school nurses. However, the person who initially suspected the abuse must sign the document and assure that the document has been filed.

4. **NEXT:**

- ✓ **Keep** a copy of the report for your protection in a confidential file. (Do not file or record in the student's cum record).
- ✓ **Fax** a copy of the report to Child Protective Services: (916) 874-4002 after you have made the verbal report.
- ✓ **Notify** the site principal or the director/supervisor of your department of the report.

DO NOT NOTIFY SUSPECTED ABUSER OR PARENT/GUARDIAN
This is the responsibility of law enforcement or CPS

There is no liability if you file a report that proves to be incorrect.

Failure to report could result in imprisonment for up to six (6) months, a fine of up to \$1,000, or both (PC 11166.01).

The Suspected Child Abuse Form (SS8572) may be obtained on-line by a Google search for 'SS8572' (the form is the first link listed in the search) or from the SJUSD **Intranet/Forms & Docs/Health Services/Suspected Child Abuse Report**. Complete the form, print it, signature in section A, and follow steps 3 and 4. Please note that you must first make a verbal report to the 24-hour Child Abuse Hotline by calling (916) 875-5437.