

The Center for Creativity, Innovation and Discovery

Policy on the Reporting of Child Abuse and Neglect

Governing Board recognizes that the 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 school Administration to develop procedures for employees at The Center for Creativity, Innovation and Discovery (“CCID”) to carry out the intent of the law. The Board also recognizes that the State Attorney General mandates this policy.

Administration Policy

A. The CCID 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 cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and/or neglect shall report and cause reports to be made in accordance with the procedures of this policy.

B. The CCID Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of abuse or neglect.

C. The CCID Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect Report Form.

Guidelines

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 Executive Director or their designees. The employee shall also call by telephone to local city police, the county sheriff, or the office of the Division of Family Services to report the suspected abuse or neglect. Correlation with the Executive Director or their designees should be made to contact the same agency and person in reporting the abuse or neglect. Both the employee and the Administrator must make immediate contact to report the suspected abuse or neglect.

B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.

C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, the employee shall follow CCID procedures for dealing with injuries or illness. However, contact with a parent or guardian for purposes of determining the cause of the injury shall be avoided.

D. If the information gathered from interviewing the child supports suspected child

abuse or neglect the following actions shall be taken:

1. The Executive Director or his/her designee shall immediately report the case by telephone to the local city police, county sheriff, or office of the Division of Family Services.

2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the Executive Director, or their designees the School's *Child Abuse-Neglect Report Form*.

E. Upon receiving the *Child Abuse-Neglect Report Form*, the Executive Director, or their designees shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police, or county sheriff, or office of the Division of Family Services).

2. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the Executive Director or his/her designee. Note: The *Child Abuse-Neglect Report Form* shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. 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.

H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (§78-3a-20.10, Utah Code Annotated 1953, as enacted in 1978)

I. Any school employee who willfully fails to report a case of suspected child abuse or neglect may face legal and/or disciplinary action up to and including termination of employment. (§78-2a-19, Utah Code Annotated 1953, as enacted in 1978)