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| Policy Number: FS 011 | Title: Reporting of Suspected Child Abuse |
| Performance Standard: 1302.47(5)(i) | Original Date: 8/2006 Reviewed: 10/2020 |
| | Policy Council Approval/Revision: 2/2018 Board Approval: 2/2018 |
| USD 418 BOE Policy: | |

POLICY:

All McPherson/Marion County staff persons are mandatory reporters under Kansas Statutes and must report all suspected instances of child abuse.

PROCEDURE:

Any program staff person who suspects abuse involving a child connected with the program will follow these procedures for reporting the incident.

1. Report suspected abuse to the Social Services/Parent Involvement Coordinator and/or the Health Coordinator for consultation if needed.
2. Contact DCF during the workday or law enforcement after hours or on holidays by phone immediately and report the suspected incident or situation. Program staff should also request the name of the individual taking the report.
3. The report of the suspected child abuse should contain the following information, if known:
 - a. Name and address of child and parents or persons responsible for child’s care.
 - b. Child’s age and date of birth
 - c. Nature and extent of the suspected abuse including any evidence of previous abuse.
 - d. Explanation given for the suspected abuse
 - e. Any other information that might be helpful in establishing cause of the abuse and identity of the abuser.
4. Fill out the suspected Child Abuse Report with the same information reported to DCF or law enforcement.
5. Staff will place the report in a locked file in the Director's office.
6. The family advocate will document in the child’s file any follow-up based on recommendation made by DCF.
7. If no immediate action is deemed necessary by DCF, follow-up as to why may be initiated by the Assistant Director of Family and Community Services or Health and Safety to discuss the situation.
8. If the suspected incident of abuse involves a child that is not connected to any McPherson/Marion County Head Start program, staff will report the incident to either DCF or law enforcement. No further follow-up is necessary.
9. If the suspected incident of child abuse involves a staff member the following procedures will be followed.

- a. Follow the same reporting procedures in #1 above except that the Head Start Director, USD 418 Superintendent, Assistant Superintendent and Executive Director will be notified immediately.
- b. Staff may be suspended from work or denied access to any setting involving children pending the outcome of the investigation of DCF or law enforcement.
- c. If the incident occurs in a licensed facility, a report will be made to the Kansas Department of Health and Education.