

Chandler Unified School District
1525 West Frye Road Chandler, AZ 85224

**Mandatory Reporting
For Child Abuse Coordinators
Frequently Asked Questions (FAQ)**

1. Who are the members of the four-person reporting team?

Whether the student is elementary or secondary, the team is comprised of an administrator, the child abuse coordinator, a health assistant / nurse and the reporting party. At most schools, the child abuse coordinator is the school counselor. In the case of secondary schools, there may be as many child abuse coordinators as grade level counselors.

2. Who needs to do the actual Mandatory Report? Does the reporting party need to be physically present at the time of police/DCS call?

Depending on the circumstances a "tag team" approach may be used. In other words, the reporting party may give information to the counselor, the administrator may consult with counselor and health office staff, and the consultation by the team may happen in a series. However, all members need to sign off on the body chart Mandatory Child Abuse Reporting form or Incident Report.

3. How long should the Suspected Child Abuse Reporting Party Receipt be kept?

The receipt is made only for adult to student type of Mandatory Reporting (not student to student situations*). The receipt is given to the reporting party as proof that a report was made. The employee is responsible for keeping this receipt. The receipt should be kept in a confidential location by the reporting party for the duration of the employment with CUSD. Best practice would be to keep the receipt forever.

**No Reporting Party Receipt is required for student to student Mandatory Reporting. In the student-student incident, an Incident Report is completed by the Administrator.*

4. What should Child Abuse Coordinators (or an independent reporting party) do with the Mandatory Child Abuse Report forms after they are completed and sent to DCS/ Law Enforcement?

The original paperwork (body chart, receipt and if available other related report) should be kept at the school by the Child Abuse Coordinator or the administrator's designee in a Mandatory Reporting Binder. The binder should be organized alphabetically by student last name and school year. These forms should be kept permanently and never sent to another school (in or out of district). Check with your administrator about where he/she will keep the report binder/s each year. A copy of the report should be scanned and emailed to the Executive Director of Educational Programs within 72 hours of phoning in your report to DCS.

5. Should we call the sibling's school and notify them that a Mandatory Child Abuse or Incident Report has been made?

No, the report is confidential and can only be discussed with the 4 person team and DCS / Law Enforcement at the student's school of attendance.

6. What is the procedure for a child disclosing child abuse or neglect to a bus driver or paraprofessional?

If a child discloses child abuse or neglect to transportation staff during school hours, the driver and/or paraprofessional will report to the child abuse coordinator at the student's school. The driver and/or paraprofessional would become part of the four-person team as the reporting party. If the child discloses and school is not in session, a reporting team has been established at the district transportation office for students disclosing to bus drivers/transportation staff.

7. A school employee starts to hear a child disclose abuse or neglect. Is it OK to stop the child and take him/her to a counselor?

No. A school employee is a mandatory reporter and needs to listen to the child and hear (or ask) the 4 questions (who, what, where and when). It is never easy to hear a child is being abused. If the child feels close enough to disclose to you, you need to listen.

8. Do we have to report a 3rd party call?

Yes. If you receive a report from non-CUSD community members, agencies, other parents or students, you need to report such situations to DCS / Law Enforcement if the report rises to the level of Mandatory Reporting. Make the report even if the information is incomplete. Take detailed notes from your conversation (try and get answers to the 4 questions) and encourage the reporter to also place a call. Never promise to keep their name (if disclosed) confidential. Our obligation is to the student, not the reporting party.

9. Should the school report if the suspected incident occurred off campus?

In your role as a mandatory reporter, you should report any incident for which you have a reasonable suspicion of child abuse.

10. What do we do if DCS/ Law Enforcement remove the child?

Immediately involve a site or district administrator. There are forms in Chandler Unified School District School Board Policy for interviews (JIH-EC) and removals (JIH-EB). The administrator completes the forms with the removing agency. You or your administrator should ask the removing agency whether the family will be notified and if so, how and when. Make sure you have the removing agency's contact information.

To access CUSD Board Policies:

- CUSD Website (cusd80.com)
- Administration
- Governing Board
- Policy Manual

11. Should you call the parent or guardian?

No and Yes.

- Normally, in the case of adult to student suspected abuse/neglect, do not call parent/s (unless law enforcement or DCS advise you differently). If a parent is upset because a report was filed, have them meet with an administrator and the child abuse coordinator. The administrator will explain the child abuse reporting protocol and the duty of the mandated reporter. It is important to reassure the parent that the school does not investigate or make judgments, we just report.
- Yes, *do call* parent if the incident is student-to-student Mandatory Reporting for non-accidental injury.

12. Can we check covered body parts?

No. The Health Assistant or School Nurse is a part of the 4 person team so that recordings of visible injuries or marks on the body can be made. A child should never be forced to remove or roll up clothing to expose skin. **Do not take pictures or remove clothing.**

13. What are the laws concerning reporting of domestic violence?

As long as a minor was not involved, no report is required under 13-3620.

14. How do we access the Mandatory Child Abuse Report (often called the body chart) and Reporting Party receipt on-line?

- CUSD Website (cusd80.com)
- Departments
- Staff Resources and Links
- Mandatory Reporting (all district forms are accessible)

15. What is our obligation to report for students 18+ and living in the home?

If a student is 18+ and is considered a "vulnerable adult" (disabled) make the report to Adult Protective Services (877-767-2385). If the student is not disabled, the report is made to the law enforcement by CUSD on the Mandatory Incident Report Form. The police will handle the case as an assault.

16. What if a student abuses another student?

For example, a female student reports that a male student touched her breast?

This is sexual abuse and must be reported under the same law that requires adult to child sexual abuse. If you do not report immediately upon reasonable suspicion, you may be guilty of a felony. **DO NOT INVESTIGATE.**

Report student to student non-accidental injury and abuse to an administrator immediately. A Mandatory Incident Report will be made.

17. Regarding student-to-student sexual relations, what are the reporting requirements?

- Student to student sexual abuse (13-1404, 13-1405) must be reported the same as adult to student.
- The only time you do not have to report is “if the conduct involves only minors 14, 15, 16 or 17 *and there is nothing to indicate that the conduct is other than consensual.*” In the case of 14-17 year olds *and consensual*, it is not Mandatory Reporting.
 - Do be aware, however, our school practice (usually done by school counselors) is to call parents in this case once it comes to the school’s attention.
 - Sometimes, staff wonder if they should ask additional questions of the reporting party (which isn’t usually allowed in Mandatory Reporting). Good judgment should be exercised. Contact your site administrator or other administrator for assistance if needed. Overall, if the case of student-to-student sexual relations is not clear, err on the side of student safety and report via Mandatory Reporting protocol.

18. Should the administrator involve the Reporting Team if it is employee to student, or student to student abuse?

Administrators should be involved in these reporting incidents. Administrators do not need to filter the reports through the team and should report directly to the police. Depending on circumstances, administrators with district guidance may contact parents in such cases and the police may advise on this.

19. What if you learn about a possible abuse or neglect perpetrated upon a child who does not attend a CUSD school?

If you have a name, address and reasonable belief that the child is being abused, you need to make a report.

20. What forms need to be completed when a child has an *accident or accidental injury* at school?

The school Health Assistant or Nurse should see the student. The Health Office will make and complete any communications, paperwork (i.e. accident or other reports) as appropriate. No Child Abuse, Incident Report or Mandatory Reporting forms need to be filled out or filed by the Child Abuse Coordinator.

21. Where can I locate other related documents such as: flowchart, etc.

- CUSD Website (cusd80.com)
- Departments
- Staff Resources and Links
- Mandatory Reporting