

ABINGTON SCHOOL DISTRICT  
ABINGTON, PENNSYLVANIA

---

SUPERINTENDENT'S  
ADMINISTRATIVE PROCEDURE

REGARDING: **Student Abuse and  
Mistreatment by School  
Employee or Other Adult -  
Implementation of Child  
Protective Services Law and  
Act 151**

Section: **Students**

Effective Date: September 2006

Reissued: 11/07, 8/26/08,  
8/22/11, 12/16/14,  
4/13/15, 4/28/15,  
5/20/15, 6/4/15,  
8/21/15, 6/29/16,  
5/9/17, 8/17/17,  
10/16/19, 9/9/21,  
8/16/24

See Also: Related Board Policy; Act 126,  
151 and 153

---

All adults serving in any program, activity or service in the school district and/or responsible for the supervision of students are mandated reporters. A mandated reporter shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. A child is defined as an individual under 18 years of age. The term child abuse means any of the following:

- Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child.
- An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or exploitation of a child.
- A recent act, failure to act or series of the acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child.
- Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

A report of suspected sexual abuse is required regardless of who committed the offense. The individual who committed the crime against the child need not be a perpetrator according to the definition in the Child Protective Services Law.

Harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator. Child abuse does not include consensual activities between a student who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the student's age. No child shall be deemed to be a perpetrator of child abuse based solely on

physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.

The following student to student acts, defined in 18 Pa. C.S. § 3121 – 3127, constitute crimes against a student which are subject to reporting requirements: rape, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, and indecent exposure.

A perpetrator is a person who has committed child abuse and is defined as follows:

- A parent of the child.
- A spouse or former spouse of the child's parent.
- A paramour or former paramour of the child's parent.
- A person 14 years of age or older and responsible for the child's welfare.
- An individual 14 years of age or older who resides in the same home as the child.
- An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child. Consanguinity or affinity refers to the closeness of relationships between people. First degree consanguinity refers to the relationships between parents and children. Second degrees of consanguinity refers to the relationships between grandparents, aunt/uncles, nephew/nieces, and cousins. Third degree of consanguinity refers to the relationships between great grandparents, great aunts/uncles, great nephews/great nieces, and children of first cousins.

Guidelines for reporting suspected cases of child abuse under the Child Protective Services Law are as follows. In case of an emergency, dial 911 or call your local police and then contact the Child Abuse Hotline, ChildLine at 1-800-932-0313. This toll free number is available 24 hours a day, 7 days a week with caseworkers waiting to assist you.

A mandated reporter shall immediately report knowledge or observations of possible serious non-accidental physical injury, mental injury, sexual abuse, sexual exploitation, or serious physical neglect, regardless of the age of the suspected abuser. A report should also be made if there is any act or failure to act which creates an imminent risk of these types of abuse. This applies to an individual 14 years of age or older who makes a specific disclosure to the mandated reporter that the individual has committed student abuse.

A mandated reporter who has reasonable cause to suspect that a student is a victim of serious bodily injury, sexual abuse, or sexual exploitation by a school employee or other adult in the school or participating in a school-sponsored activity is to immediately contact the designated administrator. If the administrator is under suspicion, the school employee should immediately telephone the Office of the Superintendent, who will in turn contact law enforcement officials. Law enforcement officials will contact the appropriate district attorney. The mandated reporter is also to file a report.

The Abington School District procedures for mandated reporting are outlined below.

The mandated reporter must personally make the report immediately. The supervisor or Student Services staff may assist with the report. However, if making the report with the school administrator and/or appropriate pupil services staff member will prevent the report from being made immediately, the mandated reporter should make the report, then contact

the supervising administrator.

A written/online report must always be made. If an online report is made, an oral report is not necessary. If an oral report is made, a written/online report must follow within 48 hours.

Follow these steps for online reporting:

Go to <https://www.compass.state.pa.us/cwis/Public/Home>. You will see a child welfare portal, and you will need to create a new account.

Once you have created a new account, check your email address for your new log-in information. Then return to the child welfare portal and click "Log-In" then "Access My Referrals" then "Continue" at the bottom of that page. This will bring you to the Keystone Key log-in page, where you will enter your user name and password. This will bring you to the "My Abuse Referrals" page, and you will proceed from that point to make your report.

Upon receipt of an electronic report, the reporting system will respond with an automatic confirmation. If a mandated reporter and the school administrator and/or appropriate Student Services staff member make an electronic written report and receive confirmation thereof, they have no duty to make an oral report or further written report.

Follow these steps for oral reporting:

The oral report is made to the Department of Public Welfare via the statewide toll-free ChildLine telephone number (800) 932-0313.

Following the oral report(s), the mandated reporter will submit a report following the online reporting procedures or complete a CY-47 if the reporter cannot file electronically (Attachment 1) within 48 hours. The mandated reporter may make the report together with the school administrator and/or appropriate Student Services staff member following the procedures above for online reporting.

Any concerns about a child's safety returning home at the close of the school day should be conveyed to an intake caseworker.

Montgomery County District Attorney's Added Mandate requires contacting the local police department. The supervising administrator will:

- contact the Abington Police Department, Juvenile Division, telephone number (267) 536-1100, and select option 2 for non-emergency police information.

The District is not required to make more than one report per incident of suspected child abuse, meaning that if an individual otherwise required to make a report is aware that an initial report already has been made by another mandatory reporter, they are not required to make an additional report.

A Principal may, when necessary to preserve potential evidence of suspected child abuse and where there is serious and reportedly non-accidental physical injury, ask a school nurse after an

initial report is made to take photographs of the child as authorized by the building administrator and in the presence of another adult.

The Principal shall notify the Superintendent or designee that a report has been made and provide a copy of the report confirmation. The Principal shall assume the responsibility of facilitating the District's cooperation with the investigation of the report. Such cooperation will include, but not be limited to, permitting authorized personnel from the investigating county agency to interview a student while the student is in attendance at school.

The Superintendent or his/her designee shall immediately contact local law enforcement officials when the action constituting the suspected child abuse occurred on school property, at a school-sponsored activity on, or a school conveyance, and when the conduct constitutes an offense under the Safe Schools Act.

The Department of Public Welfare shall notify the mandated reporter who made the report within three (3) business days of the Department's receipt of the results of the investigation whether the report is founded, indicated, or unfounded; and of any services provided, arranged for, or to be provided by the county agency to protect the child.

Upon notification that an investigation involves suspected child abuse by a school employee, including an independent contractor or administrator, the school shall implement immediately a plan of supervision or alternative arrangement for the individual under investigation to ensure the safety of the child and other children who are in the care of the school.

Any person acting in good faith in making a report and cooperating with an investigation shall be immune from any civil and criminal liability arising out of the report.

It is ultimately the responsibility of each mandated reporter to report all cases of suspected child abuse. A mandatory reporter who willfully fails to report a case of suspected child abuse commits a criminal offense and establishes grounds for disciplinary action as well, up to and including termination.

Child abuse recognition and reporting training: The District shall provide all mandatory reporters with training on child abuse recognition and reporting as required by law.

Important contact information:

ChildLine telephone number (800-932-0313)

<https://www.dhs.pa.gov/KeepKidsSafe/Resources/Pages/ChildLine.aspx>

Montgomery County Office of Children and Youth (OCY) (610-278-5800)

<http://www.montcopa.org/mcocy>

Department of Public Welfare online reporting system:

<https://www.compass.state.pa.us/cwis/Public/Home>

Abington Police Department

Attention: Juvenile Department

1166 Old York Road

Abington, PA 19001

(267) 536-1100, Ext. 1105 and 1106

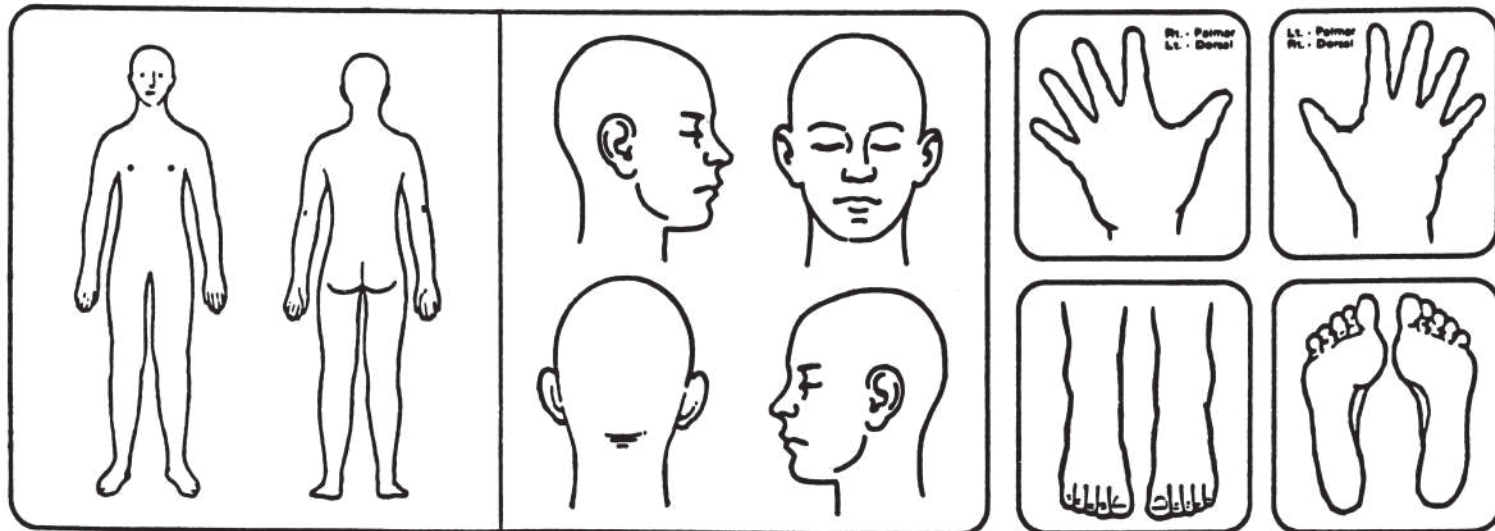
# REPORT OF SUSPECTED CHILD ABUSE

## (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

Attachment 1  
CY 47

**PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE**

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX M <input type="checkbox"/> F <input type="checkbox"/>	
ADDRESS (State, City, State & ZIP Code)			COUNTY		
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY		
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.	
ADDRESS (City, State & ZIP Code)			COUNTY		
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.	
ADDRESS (City, State & ZIP Code)			COUNTY		
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX M <input type="checkbox"/> F <input type="checkbox"/>	
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.	
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX M <input type="checkbox"/> F <input type="checkbox"/>	
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.	
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS					
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD		NAME (Last, First, Initial)	
NAME (Last, First, Initial)		RELATIONSHIP TO CHILD		NAME (Last, First, Initial)	
A.				D.	
B.				E.	
C.				F.	
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED				COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.				DATE OF INCIDENT	



**7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:**

☐ NOTIFICATION OF CORONER OR MEDICAL EXAMINER      X-RAYS      PHOTOGRAPHS      HOSPITALIZATION  
☐ POLICE NOTIFIED      MEDICAL TEST(S)      TAKEN INTO PROTECTIVE CUSTODY      OTHER (Specify) \_\_\_\_\_

**8. SAFETY CONCERNS AND RISK FACTORS:**

**A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS.** ☐ INFORMATION UNKNOWN

**B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD?** ☐ INFORMATION UNKNOWN

**C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN).** ☐ INFORMATION UNKNOWN

**D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED?** ☐ INFORMATION UNKNOWN

**E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY.** ☐ INFORMATION UNKNOWN

**INSTRUCTIONS TO MANDATED PERSONS:**

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-

0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

**NOTE:**

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

**REPORTING SOURCE:**

PRINTED NAME AND SIGNATURE:		DATE OF REPORT:	
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS: