



**Policy Number:** 2010

**Dated:**

## **EMPLOYEE CHILD ABUSE-NEGLECT REPORTING POLICY**

### **1. Purpose and Philosophy**

School administrators, teachers, and other school employees have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis. This reporting policy should help administrators, teachers, and other school employees understand and fulfill their legal responsibilities regarding child abuse.

### **2. Required Reporting of Suspected Child Abuse or Neglect**

**2.1** Utah law requires that whenever a person, including any school employee, has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately follow the directions given in section 2.2 and its accompanying subsections.

**2.2** It is not the responsibility of school administrators, teachers, or other school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Investigations are the responsibility of the Division of Child and Family Services. Investigation by school personnel prior to submitting a report shall not go beyond that necessary to support a reasonable belief that a reportable problem exists. School personnel shall refrain from interviewing the child or having contact with the suspected abuser.

**2.2.1** If there is a reason to believe that a child may have been subjected to abuse or neglect, a verbal report of the abuse or neglect shall be made immediately by the school employee to:

**2.2.2** The school principal, or his/her designee; then to

**2.2.3** The appropriate legal authorities. The teacher or other school employee is responsible to personally report the abuse or neglect to the proper legal authorities. The school principal should not report the abuse or neglect for the teacher or other school employee, although the principal should be present when the report is made. When making verbal reports, always have the person

receiving the report identify himself/herself. The notified person's name shall be entered on the ALA abuse or Neglect Form.

**2.2.4** Complete the ALA Child Abuse or Neglect Reporting Form within forty-eight (48) hours and distribute as follows:

**2.2.4.1** One copy shall be placed in a separate file maintained by the school Principal for all reported cases of suspected child abuse or neglect. The form shall not be placed in the child's educational file.

**2.2.4.2** If the student is eligible for special education services, one copy shall be placed in a separate file to be maintained by the Special Education Department for all reported cases of suspected child abuse or neglect. The form shall not be placed in the child's special education file.

**2.3** School personnel shall cooperate with social service and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect.

**2.4** Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions. (Utah Code Ann., §62A-4a-401, et seq.)

**2.5** School administrators, teachers, school employees, Division of Child and Family Services, and law enforcement personnel are required to preserve the anonymity of those making the initial report and any others involved in the subsequent investigation.

**2.6** The school shall distribute annually to all school employees, copies of the schools procedures for reporting suspected child abuse or neglect and the schools Child Abuse or Neglect Reporting Form.

**2.7** **Interviews with the child or suspected abuser shall not be conducted by school administrators or school employees.** Notes of voluntary or spontaneous statements by the child shall be made and given to the investigating agency. Interviews by anyone other than the investigating agency could jeopardize proper handling of a case.

**2.8** School administrators or other school employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

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**References**

Utah Code Ann. 62A-4a-401  
Utah Administrative Code R277-401

**Forms**

ALA Child Abuse or Neglect Reporting Form

