

## MARSHALL PUBLIC SCHOOLS

### SERIES 400 STUDENTS

Administrative Rule 454

#### **CHILD ABUSE/NEGLECT REPORTING AND FOLLOW-UP PROCEDURES**

1. Any district staff member who suspects that a child seen in the course of professional duties has been abused or neglected or threatened with abuse or neglect and that abuse or neglect will occur shall immediately call the Dane County Human Services department and provide the specific referral information to the social worker on duty.
  - a. A staff member only needs to have reasonable suspicion that abuse or neglect has occurred or a reasonable belief that a child has been threatened with abuse or neglect and that abuse or neglect will occur. A report is not a determination of abuse or neglect or threatened abuse or neglect. It is up to the Dane County Human Services department to make an assessment and determine what, if any, action is appropriate to protect the child.
  - b. An individual who requests that another staff person or administrator make a child abuse or neglect report is not absolved from the legal responsibility of making the report. If the other person fails to make the report, the individual with first knowledge remains responsible for the consequences of not reporting.
  - c. It is permissible for the reporting staff member to consult with an administrator or another staff member in order to receive support and assistance in the reporting procedure.
  - d. The reporting staff member shall record the name of the intake worker for his/her records.
2. The staff member shall report his/her suspicion to the building principal or his/her designee as soon as possible on the same day he/she makes a report to the Dane County Human Services department.
3. If sexual assault is reported to have occurred on school grounds or at a school-sponsored activity and such report results in a school employee suspecting child abuse, unless otherwise directed by a representative from the Dane County Human Services department, the building principal or his/her designee shall contact the parent(s)/guardian(s) of the students who are the subjects of such assault (the victim and his/her assailant) as soon as possible.
4. The school and the county shall work cooperatively to maintain communication and to provide follow-up services.

Date of Adoption: July 11, 1996

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