

## PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR MALTREATMENT

Any school district employee who suspects' child abuse or maltreatment shall follow the procedures outlined below.

- (1) Immediately contact the building principal or, in the case of employee's who do not work for a building principal, to their immediate supervisor
- (2) Be specific in citing concerns, including times, dates, places and conversations in as much detail as possible
- (3) Following procedures established by the individual school building, either the building principal would call the New York State Register for Child Abuse (State Register) or direct the individual reporting the incident to make the call. Mandated reporters (*i.e.* teachers, administrators, counselors, nurses, psychologists, teacher assistants and school board members) must always be certain that a call is made to the State Register when they believe abuse or maltreatment has occurred.
- (4) If the building principal and staff member do not agree that there is sufficient suspicion to make the call, the staff member is free to make the call. Realizing that this is often a difficult decision, the school district will not look negatively upon a decision to make a call to the State Register.
- (5) The building principal or designee shall make the call to the State Register immediately. Required forms must be completed and filed within forty-eight (48) hours with the appropriate local child protective services agency and the State Register. Internal school district forms are also filed with the director of student services at the district office.
- (6) No school district employee shall contact a child's family or other persons to determine cause of suspected abuse or maltreatment. The role of the school district employee is to report suspected abuse or maltreatment and it is the role of the social services agency to determine if the suspected abuse or maltreatment actually occurred.
- (7) When the alleged abuse or maltreatment occurs outside of the school district, the superintendent of Wayne Central School District shall inform the superintendent of schools of the school district where the alleged abuse occurred.
- (8) School district employees who suspect that the death of a student is the result of child abuse or maltreatment shall follow the procedures outlined above. The building principal shall contact the superintendent of schools who will immediately report the suspicions to the appropriate medical examiner or coroner.
- (9) In all cases, the school district shall cooperate fully with authorized investigators of alleged child abuse.

**TRAINING OF STAFF MEMBERS IN THE REPORTING OF  
SUSPECTED CHILD ABUSE AND MALTREATMENT**

- (1) At least one (1) staff meeting each year will be devoted to review of the procedures for, and answering questions about, reporting suspected child abuse and maltreatment
- (2) Attendance at one of these meetings is mandatory for all school district staff employees and members of the Board of Education. The superintendent of schools shall assure attendance at such session.
- (3) Programs shall be developed jointly by the building principal and director of student services.
- (4) The mandatory training will include the following topics:
  - Mandated reporters (see reference, prior page)
  - Signs of abuse
  - School district-reporting procedures
  - Liability for not reporting
  - Immunity from liability for reporting
- (5) A copy of these reporting procedures and Board of Education policy will be distributed to all employees annually at the mandatory meeting.

**REGULATION  
ISSUED:**

February 14, 2001

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520