

REPORTING ALLEGED CHILD ABUSE BY A STAFF MEMBER

1. Upon receipt of an allegation that a child less than eighteen years of age or a physically or mentally handicapped adult less than twenty-one years of age has been or is at risk of being abused or neglected by an employee of the Fairfield City School District, the building administrator shall notify the Superintendent of Schools or his/her designee of the allegations.
2. The Superintendent or his/her designee shall immediately contact the Butler County Children Services Board (BCCSB) and/or the local law enforcement agency (LEA) as third party resources who will investigate the allegations.
3. The Superintendent or his/her designee shall document the date and the time that the report was received and reported to BCCSB and/or the local LEA.
4. The Superintendent or his/her designee shall notify the employee that an investigation is being made by a third party agency (BCCSB and/or the local LEA) so as to protect the employee and the district relative to allegations of improper investigation by the complainant.
5. No employee of the Fairfield City School District shall attempt to carry out their own internal investigation until after an investigation has been completed by BCCSB and/or the local LEA.
6. No employee of the Fairfield City School District shall knowingly share or disseminate information pertaining to a report and investigation of alleged child abuse or neglect unless directed to do so by the courts, Children Services, or the LEA. The identities of the reporter and any person providing information during the course of a child abuse or neglect investigation shall remain confidential.

(Approval date: September 19, 1996)