

REPORTING CHILD ABUSE

1. Any teacher or school employee who suspects that a child may be abused or neglected shall report this to the nurse of the building the child attends, but shall not contact the child's family. If the building nurse is not available, the situation should be reported to the principal or the assistant principal.
2. The school nurse shall contact the building principal who shall, in cooperation with the staff member(s) reporting the suspected abuse, discuss the problem. If any party suspects the child's physical or mental health or welfare may be adversely affected by abuse or neglect, then a report shall be filed.
3. The school nurse, in the presence of the reporting staff member, shall notify the Butler County Children Services Board (BCCSB) and/or the local law enforcement agency (LEA).
4. The school nurse shall keep a record of all reported cases and shall keep the Principal completely informed of the status of all abuse or neglect cases. These records shall remain confidential.
5. The school nurse shall, as necessary, contact the investigating agency in one week to determine actions taken and if follow-up by school personnel is necessary.
6. Third party callers reporting abuse will be informed of BCCSB's telephone number and asked to make the referral themselves, explaining that this can be done anonymously if desired. (The district will not be put in the middle of fights, custody battles, etc., and will refer on suspicions and/or student disclosures only.)

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