

Mandated Reporter

Did you know if you work for a public school, you are a **MANDATED REPORTER**?

The law requires certain professionals to report suspicion and/or knowledge of child abuse, which includes physical abuse, sexual abuse, neglect, and cases of severe emotional abuse that constitute willful or unjustifiable punishment of a child.

Penal Code 11166:

If a mandated reporter fails to report suspected child abuse, he or she can be charged with a misdemeanor which is punishable by up to a \$5000 fine **AND** up to one year in jail.

To report suspected child abuse call:
(714) 940-1000 OR (800) 207-4464 (24-hour hotline)

**TUSTIN UNIFIED SCHOOL DISTRICT
CHILD ABUSE REPORTING FOR SCHOOL PERSONNEL**

1. You must immediately report to a child protective agency if you reasonably suspect or observe that a student has been the victim of physical or sexual abuse or neglect.

CHILD ABUSE REGISTRY

(714) 940-1000 or (800) 207-4464 (24 hour hotline)

A. When phoning in a report, be prepared to give the following information:

1. Child's name, birthdate, address, and phone number.
2. Parent's names, addresses (if different from student), cell phone numbers, and business phone numbers.
3. Present location of child and hours the child will be in school.

2. You must follow up the oral report with a written report within 36 hours of knowledge, observation, or reasonable suspicion that a student has been the victim of abuse. You can obtain a copy of the child abuse report form from your school secretary.

A. There are three ways to follow up with a written report:

1. When you make the verbal report, they will give you a password to file the report electronically; which is how the Child Abuse Registry prefers the report be made.
2. You can fax the report to (714) 938-0289.
3. You can mail the report to:
Child Abuse Registry
P.O. Box 14102
Orange, CA 92613-1502
4. Notify your administrator.
5. Ask your school secretary to log call with date/time made and file a copy of the child abuse form.

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WHY REPORT?

- Could save a child's life
- Could prevent further abuse or neglect
- May allow families to receive resources or services, which they may desperately need
- Makes a valuable contribution to the protection of children and the prevention of abuse

WHO IS A MANDATED REPORTER IN PUBLIC SCHOOLS?

- A teacher
- An instructional aide
- A teacher's aide or teacher's assistant employed by any public or private school
- A classified employee of any public school
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school

The law requires certain professionals to report suspicion and/or knowledge of child abuse, which includes physical abuse, sexual abuse, neglect and cases of severe emotional abuse that constitute willful or unjustifiable punishment of a child.

CHILD ABUSE IS LEGALLY DEFINED AS:

- A physical injury which is inflicted by other than accidental means on a child by another person
- Sexual Abuse, including both sexual assault and sexual exploitation
- Willful cruelty or unjustifiable punishment of a child
- Cruel or inhuman corporal punishment or injury
- Neglect, including both severe and general neglect

CONFIDENTIALITY:

- Child abuse reports and information that is given to child protective service agencies are always confidential by law
- Unless you are a mandated reporter, you can choose to make the report without giving your name

AFTER THE REPORT:

When necessary a social worker will visit with the children and the parents within 24 hours to ten days, depending on the urgency of the safety and service needs of the family.

Many people are under the misconception that if a family is reported for child abuse the parent will always be arrested and the child will be taken away from the family. Although this may occur in serious abuse cases, the family is usually referred to services such as:

- Counseling
- Parenting classes
- Public assistance agencies
- Other community resources

The goal of child protective agencies is to try to keep the family unit intact unless the child is in danger. The goal of all of us is to protect our children and help them grow up healthy and happy.

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.legalinfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim or child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B- REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C- VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D- INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E- INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

ETNNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romania

SUSPECTED CHILD ABUSE REPORT

Orange County Child Abuse Registry

P.O.Box 14102, Orange, CA 92863-1502

To Be Completed by **Mandated Child Abuse Reporters**

Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A.	REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS				Street	City	Zip			
		REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
						TODAY'S DATE					
B.	REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
		ADDRESS				Street	City	Zip			
		OFFICIAL CONTACTED - TITLE				TELEPHONE ()					
C.	VICTIM	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX AGE		SEX	ETHNICITY		
		ADDRESS				Street	City	Zip	TELEPHONE ()		
		PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE		
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME		
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME					TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
		RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK			
D.	INVOLVED PARTIES	VICTIM'S SIBLINGS		NAME		BIRTHDATE		SEX	ETHNICITY		
		1. _____		3. _____							
		2. _____		4. _____							
		PARENTS/GUARDIANS		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
				ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
				NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
				ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
		SUSPECT		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
				ADDRESS		Street	City	Zip	TELEPHONE ()		
				OTHER RELEVANT INFORMATION							
E.	INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/>						IF MULTIPLE VICTIMS, INDICATE NUMBER: _____			
		DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									