

PROCEDURES FOR INVESTIGATIONS OF CHILD ABUSE AND NEGLECT

- I. Reporting child abuse and neglect.
 - a. All public school employees are required by law to report any incident in which they suspect child abuse or neglect. The employee may consult with his/her principal or supervisor, but the final responsibility for ensuring that the report is filed rests with the employee who first witnessed or recorded the information associated with the suspicion.
 - b. Employees who suspect child abuse or neglect are to contact the local department of social services, or the state hotline at 1-800-552-7096.
 - c. When reporting child abuse or neglect, the school employee must share with the local department of social services all information that established the basis for suspicion of abuse or neglect of the alleged victim child.

- II. Investigations associated with allegations that child abuse or neglect has occurred outside of schools.
 - a. The parent is not notified.
 - b. The school administrator does not need to be present during interviews with the child that are conducted by case workers from social services.
 - c. The school will provide a private location for the case worker to interview the child. The privacy of the child must be guarded.
 - d. Directory information may be available to the case worker.
 - e. The child's scholastic record may not be made available to the case worker unless the case worker presents documentation of custodial rights, unless the child is observably injured and requires medical attention, or unless there is some other clearly defined demonstration of criminal activity. Under such circumstances, the case worker may have access to the scholastic record.

- III. Investigations associated with allegations that child abuse or neglect has involved a school employee.
 - a. The superintendent or designee, if there is no conflict of interest, shall participate in planning the investigation.
 - b. The superintendent or designee shall inform the alleged abuser if anyone other than the social services case worker will be present during the interview, and that the alleged abuser has the right to involve a representative of his/her choice to be present during interviews.
 - c. The school will provide:
 - i. A private location for the case worker to interview staff members and/or children:
 - ii. Accompaniment of the case worker, if requested by the case worker, to the site of the alleged abuse or neglect;
 - iii. Information essential to the effective conduct of the investigation; and
 - iv. Directory information of potential witnesses to assist the case worker's efforts to gain permission to conduct interviews with them.
 - d. The case worker shall complete the investigation and make a disposition within 45 calendar days
(or 60 days when an extension is documented to be necessary).
 - e. Upon formal notification of disposition of the allegation(s), the superintendent or designee will determine what, if any, disciplinary or corrective action may be

- necessary in accordance with Policy GCPD, or Policy GDPD.
- f. All information gathered during the investigation shall be treated confidentially.

Adopted: November 17, 1997

Amended: May 20, 2002

Reference: Superintendent's Memo No. 27, March 1, 2002, "Recommended Procedure and Protocol for Local Agreements for Handling Child Abuse and Neglect Reports"

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ALLEGHANY COUNTY PUBLIC SCHOOLS