

PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

Suspected or threatened child abuse or neglect shall be reported immediately to Rock County Department of Human Services (RCDHS) (608-757-5401 or after hours 608-757-2244) or local law enforcement. The employee that suspects the child abuse or neglect is required by law to make the contact with RCDHS or local law enforcement. The employee does not need administrative approval before making the contact, but should notify their administrator of the referral within 24 hours of the contact. The employee may seek out assistance from their administrator in making the contact, but only if it doesn't delay the communication.

When disclosing student record information to child protective services or law enforcement, school personnel shall comply with state and federal legal requirements and District procedures regarding the confidentiality of student records. Student records may be disclosed under state and federal laws to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of a student or other individuals. School personnel shall take into consideration the totality of the circumstances pertaining to the threat to health or safety. When student record information is disclosed in this situation, school personnel shall record: (1) the threat to the health or safety of the student or other individuals that formed the basis for the decision and (2) the parties to whom the student record information was disclosed.

County child protective services (CPS) or law enforcement personnel may request the cooperation of a school teacher, counselor or other person whose presence would aid in the interview process. They may also, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.

The front office of each building shall keep a log of all CPS workers who enter the building and the name of the child they interview. The mandated reporter should request the CPS worker's business card, which is to be filed by reporter with child's name and date of visit recorded on the back. In lieu of a business card, a photocopy of CPS worker's identification paper may be filed.

If the mandated reporter has reason to suspect that a child's, or an unborn child's, health or safety is in immediate danger, the reporter may request an immediate investigation by the sheriff or police department.

LEGAL REF: 48.981 - Wisconsin Statutes

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