

Ceres Unified School District
Child abuse reporting procedures

State law requires teachers, nurses, administrators and all employees trained in the duties of child abuse reporting to report suspected child abuse to Child Protective Services. This report must be made by telephone immediately and by written report within 36 hours of receiving the information. Failure to do so is punishable by 6 months in jail and/or a \$1000 fine. "Child abuse" means a physical injury that is inflicted on a child by another person through other than accidental means. "Child abuse" also means sexual assault and neglect of physical needs. Please see Child Abuse, Educator's Responsibilities which is available on this web site.

If you have "reasonable suspicion" that a student is a victim of child abuse or neglect you must report it. Remember that reporters are not investigators, CPS and police departments are. Use the following procedure:
Reporting Procedures

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency:

Stanislaus County Social Services

Child Protective Services (800) 558-3665

The telephone report must be made immediately or as soon as practically possible, upon suspicion. This report shall include:

- a. The name of the person making the report;
- b. The name of the child;
- c. The present location of the child;
- d. The nature and extent of any injury; and
- e. Any other information requested by the child protective agency including the information that led the mandated reporter to suspect child abuse. When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions advice received.

If the CPS intake worker directs the reporting person to inform the appropriate police agency rather than their agency (e.g. Ceres Police Department or Stanislaus County Sheriffs Office), a report must still be forwarded to CPS, and Section B of form SS 8572 should have the appropriate agency information.

2. Within 36 hours of making the telephone report to the appropriate agency, the mandated reporter shall complete Department of Justice Form (DOJ SS 8572) and fax the form to CPS at (209) 558-3268 or mail the form to CPS, PO Box 42, Modesto, CA 95353. Mandated reporters may obtain copies of the above form from either the District or download a copy of the report from the following site http://caag.state.ca.us/childabuse/pdf/ss_8572.pdf CPS is no longer distributing the multiple copied blank reports.
3. Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it. However, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.
4. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator as soon as possible after the initial verbal report by telephone.
Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.
If the mandated reporter does not disclose his/her identity to a District administrator, he/she shall at least provide or mail a copy of the written report to the District's Coordinator of Child Welfare and Attendance without his/her signature or name.