



# SANTA ANA UNIFIED SCHOOL DISTRICT

## Child Abuse and Neglect Reporting Protocol

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August 18, 2016

### **District Employees as Mandated Reporters of Suspected Child Abuse**

- Pursuant to District Board Policy 5141.4, the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. Employees who are mandated reporters, as defined by law, are obligated to report all known or suspected incidents of child abuse or neglect. State law applies to certificated employees, health practitioners, school police, employees of child care centers, instructional aides, teachers' aides, teachers' assistants, and classified employees as mandated reporters of suspected child abuse.

### **Suspected Child Abuse Reporting Protocol:**

It is the policy of the Santa Ana Unified School District (District) that all District employees shall report instances of suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report thereof to the same child protective agency called within 36 hours of receiving the information concerning the incident.

### **Mandated reporters who suspect child abuse or neglect must:**

- **Immediately** report suspicion by phone to **Child Protection Services** at **800 207-4464**
- Within 36 hours, file a written follow-up report using Suspected Child Abuse Report Form 8572 (available at [ag.ca.gov/child abuse](http://ag.ca.gov/child%20abuse)) or (on the Pupil Support Services website).

**ALTHOUGH EMPLOYEES ARE NEVER REQUIRED TO DISCLOSE THEIR IDENTITY, AS A PROTECTIVE MEASURE THE DISTRICT HIGHLY ENCOURAGES THE FOLLOWING:**

- The District suggests that a reporter keep a copy of their report.
- As an additional precaution, the employee provides a copy of the report to the site administrator, who will store the report in a locked confidential file.
- The administrator will give a copy to Nora Rodriguez in the Human Resources Department, who will store the report in a locked confidential file.