

SECTION V – STUDENTS
(5000-48)

The following administrative procedure executes Board Policy 5160.00 through 5162.00:

MOSCOW SCHOOL DISTRICT NO. 281
CHILD ABUSE/NEGLECT PROCEDURES CHECKLIST

THE INVESTIGATION (GATHERING EVIDENCE) OF APPARENT SUBSTANTIATED CHILD ABUSE/NEGLECT CASE IS A TEDIOUS PROCESS IN WHICH ATTENTION TO DETAILS IS EXTREMELY IMPORTANT. HOWEVER, ONE MUST KEEP IN MIND THAT THE CHILD HAS ALREADY BEEN TRAUMATIZED AND EXCESSIVE ATTENTION OR CURIOSITY BY ADULTS OR OTHER STUDENTS SERVES ONLY TO COMPOUND THE PROBLEM.

1. If indicators of abuse/neglect are present, report immediately to designated building level administrator.
2. The designated administrator will immediately report the suspected incident to the Superintendent/superintendent's designee to discuss the appropriate action to be taken.
3. If determined that an outside agency is to be involved, the Superintendent/superintendent's designee will designate the administrator (usually the building principal) or nurse.
4. By the end of the school day, the employee originating the report will fill out a child abuse/neglect reporting form. The form will be maintained by the building principal in a secured file separate from the student's cumulative folder.
5. The building principal will keep the Superintendent updated on the current status of the situation.

Notification of the appropriate administrators in the proper order is absolutely necessary if they are to act as a buffer between staff members and parents, relatives, friends, neighbors, police, social services, etc.

DON'TS FOR PARTICIPATING IN AN INVESTIGATION

- DON'T Make any physical inspection of a child's problem without another adult present (preferably the building principal).
- DON'T Interrupt the child's school day more than absolutely necessary.
- DON'T Photograph injuries – police or social services will do this.
- DON'T Question the child beyond the point of determining that abuse/neglect may have occurred.
- DON'T Make promises or attempt to give explanations to the child about what may or may not happen.
- DON'T Exhibit morbid curiosity.
- DON'T Subject the child to excess attention during the investigation. You have the responsibility to say something to others who have overstepped the bounds of reasonable behavior.
- DON'T Call law enforcement agencies or social services directly.
- DON'T Interfere with the investigation by your physical presence or attempts to direct questioning.
- DON'T Refuse a parent access to the child unless the child is in imminent danger of bodily harm (let an administrator do this).

DO'S FOR PARTICIPATING IN AN INVESTIGATION

- DO Have another adult present (preferably the building principal) from your initial observation of a problem.
- DO Shield the child from embarrassment, interrogation, curiosity seekers, etc.
- DO Follow channels in notifying appropriate parties (for your protection).
- DO Be calm and attempt to reassure the child.
- DO Be confidential (especially for the child's sake).
- DO Preserve the child's privacy (especially when a physical examination must be performed).
- DO Have written documentation ready for the appropriate authorities.
- DO Have administrators review your report before it is placed in the file.

(3-26-02)