

## Reporting Child Abuse

The NWBOCES Board recognizes that because of NWBOCES sustained contact with school age children, NWBOCES employ an excellent position to identify abused or neglected children and refer them for treatment and protection.

Therefore, in accordance with reporting requirements of the Child Abuse and Neglect Protection Act, any NWBOCES employee who suspects that a child's physical or mental health may be adversely affected by neglect shall report the matter to the Administrative Director or designee as provided for in Regulation 8019-R.

NWBOCES employees and administration shall not contact a child's family or any other persons to determine the cause of suspected abuse or neglect.

It is not the responsibility of the NWBOCES administration or NWBOCES employees to prove that the child has been abused or neglected.

Employees who make a report of suspected child abuse or neglect in good faith or while performing their duties in response to such a report or participating in a judicial proceeding resulting therefrom shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed.

## Reporting Child Abuse and/or Neglect

1. Any NWBOCES employee who has reasonable cause suspect that any child has been subjected to any abuse and/or has observed the child being subjected to circumstances that could reasonably result in abuse and/or neglect will immediately report the situation to the Administrative Director. The Administrative Director will report such information to the DFS office and/or the appropriate law enforcement agency in the county where the abuse and/or neglect occurred. This oral report should be followed at once by a written report.

2. The written report should include:

- a. Name of the child;
- b. The nature of the child's injury or information on conditions leading to abuse and/or neglect - all with dates as appropriate;
- c. Any other information that might be helpful in establishing the cause of the injury or the conditions observed;

3. The Administrative Director or designee shall coordinate the report with the Department of Family Services, using procedures and forms required by that department;

4. After the report is made to the Department of Family Services, NWBOCES staff members will make themselves available for meetings with the Department's representative to discuss the report and provide information. NWBOCES administration will report all incidents of abuse and/or neglect to the agency's representative.

5. As the case is being investigated, NWBOCES shall provide supportive aid and counseling services for the child;

6. Once a report of child abuse and/or neglect is given to the Department of Family Services, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of NWBOCES staff to investigate the case.

Therefore, the school staff will not

- a. Make home visits for investigative purposes;
- b. Take the child for medical treatment (this preclude taking action in an emergency situation)
- c. Convey messages between the agency parents/guardian.

8019a-R

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