

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Child Abuse Reporting

Code Number: AR405.8

I. Where An Accusation or Suspicion of Child Abuse Against An Employee Comes To the District's Attention

A. Reporting Procedure

Any parent, student, or other reporter will report any suspected incident of child abuse by an employee of the school district to the individual's immediate supervisor. This report should be filed as soon as abuse is suspected in order to provide an adequate investigation.

B. Process to file a Complaint

The school administrator will provide the reporter with a "Complaint of Injury or Abuse of a Student by a School Employee" form upon request. This form must be filled out completely and returned to the Director of Human Resources within twenty-four hours of receipt of the form from the school administrator.

C. Levels of Investigation

1. Level I

The Director of Human Resources will assign a Level I investigator to the case within the same work day that the complaint is received from the reporter.

The Level I investigator will investigate the complaint by conducting interviews and taking written statements from the alleged victim and

Board Policy Document

from all witnesses identified within the complaint. The investigator may interview the suspected employee. The investigator will not be limited to the list of witnesses, but may obtain other statements if the investigation reveals more persons were witness to the situation.

Results of the investigation will be discussed with the person filing the report, the school employee who was suspected of having caused the abuse, and the Director of Human Resources. The Superintendent will be provided with a copy of the final report of the Level I investigator.

2. Level II

All Level I investigations that suggest the employee may have committed child abuse shall be referred to as "founded reports."

Upon direction from the Superintendent, the Director of Human Resources will assign a Level II investigator on all "founded reports" from Level I.

The Level II investigator will have fifteen (15) days to complete the investigation and return a written report to the Superintendent. All time extensions must be approved by the Superintendent. The Level II investigator will provide a written report to the person filing the report of abuse, the school employee who was suspected to have caused the abuse, and the Director of Human Resources.

3. Unsigned or Verbal Complaint

a. The school employee receiving the complaint will make notes to obtain the following information:

- 1) Name of the alleged victim (student), school and grade;
- 2) Name of the alleged employee;
- 3) Name(s) of witnesses;
- 4) Time, date, and location of the incident;
- 5) Type of abuse observed; and
- 6) Other information provided to the reporter.

b. The collected information will be turned over to the supervisor of the alleged employee.

Board Policy Document

- c. The supervisor will conduct an investigation to determine the accuracy of the information.
 - d. All persons identified in the information will be questioned about the facts of the alleged incident. This will include the student, teacher, parent of student, and witnesses.
 - e. Each witness interviewed will be provided the opportunity to complete and sign a complaint form.
 - f. Whether a complaint form is or is not signed, it must be forwarded, along with the interview notes, to the Human Resources Office.
4. The Superintendent of School will make the determination for any disciplinary action to be taken with the school employee named in the complaint. Disciplinary action may include referral to the County Attorney and/or the Iowa Bureau of Practitioner preparation and Licensure.
- II. In A Situation Where a Person Who Is Not An Employee is Suspected of Child Abuse
- A. Reporting
 - 1. Mandatory

Every licensed school employee who in the scope of professional practice, attends, counsels, or treats a child and reasonably believes a child has suffered abuse must report the above to the Department of Human Services within twenty-four (24) hours.
 - 2. Permissive

Any other person who believes that a child has been abused may make a child abuse report with the Department of Human Services.
 - B. Reporting Procedures

Board Policy Document

1. All reports made by mandatory reporters shall be made orally and in writing.
 - a. Oral reports shall be made by telephone or otherwise to the Department of Human Services.
 - b. A written report shall be made to the Department of Human Services within forty-eight (48) hours of the oral report.

If the person making the report has reason to believe that immediate protection is advisable, that person shall also make an oral report to the appropriate law enforcement agency.

III. Immunity From Liability

A person participating in good faith in the making of a report or ordering and assisting in an investigation of a child abuse report shall have immunity from any liability, civil, or criminal, which might otherwise be incurred or imposed.