

STAFF PERSONNEL

Series 400

Policy Title: Child Abuse Reporting

Code Number: AR405.8

- I. District employee suspected of child-abuse by non-district or district employee comes to the district's attention.

A. Reporting Procedure

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

B. Process to file a Complaint

The employee's supervisor or designated staff member will provide the reporter with a "Complaint of Injury or Abuse of a Student by a School Employee" form upon report of suspected abuse. The reporter should be encouraged to complete the written complaint form and return it to the Director of Human Resources within twenty-four hours of receipt of the form.

Any school employee receiving a report of alleged abuse by a school employee shall immediately give the report to the designated investigator and shall not reveal the existence or content of the report to any other person.

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II. Levels of Investigation

A. Level I

The Director of Human Resources will assign a Level I investigator to the case within the same work day that the written, unsigned or verbal complaint is received from the reporter. The complaint shall contain the following information:

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

Upon receipt of the report the designated investigator shall make and provide a copy of the complaint form to the person filing the complaint, the student's parent or guardian and to the supervisor of employee named in the complaint form. The school employee named in the report shall receive a copy of the complaint form at the time the employee is initially interviewed by the assigned investigator.

The Level I investigator will conduct the investigation within five school days of receipt of a report of abuse by conducting interviews and taking written statements from the alleged victim and the employee and 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 suspected abuse.

The investigator shall retain the original and provide a copy of the investigative report to the school employee named in the report, the school employee's supervisor and the named student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

B. 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.

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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.

Upon receipt of the Level II investigator's report or upon resolution of the investigation at Level I, the designated investigator shall:

Forward copies of the Level II investigator's report to the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor and notify the person who filed the complaint, if different from the student's parent or guardian of the disposition of the case or current status of the investigation.

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 Board of Educational Examiners.

III. In A Situation Where a Person Who Is Not An Employee is Suspected of Child Abuse

A. Mandatory Reporting: 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.

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

C. Reporting Procedures

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.

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IV. 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.

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