JLF-R (PROCEDURE) - REPORTING CHILD ABUSE, INCLUDING SEXUAL ABUSE, AND NEGLECT ADMINISTRATIVE PROCEDURE

This procedure implements the Board's policies JLF – Reporting Child Abuse and Neglect and JLFA – Child Sexual Abuse Prevention and Response. It summarizes the steps to be taken when a school department employee or volunteer suspects that a child has been or is likely to be abused or neglected.

The "notifying employee" refers to any employee or volunteer of the Cape Elizabeth School Department who has the information that gives rise to the reasonable suspicion that a child has been or is likely to be abused or neglected and is required by law or Board policy to report it.

I. The notifying employee should immediately inform a school administrator, the Title IX Coordinator, or the Superintendent of the suspected abuse or neglect. The person may also notify the Department of Health and Human Services (DHHS) directly or, if appropriate, the District Attorney (DA).

II. If a school administrator or the Title IX Coordinator receives the information, they shall immediately notify the Superintendent.

III. The Superintendent or designee shall make a report by telephone to DHHS immediately and, if requested by DHHS, provide a written report of the suspected abuse or neglect to DHHS within 48 hours. If the person suspected of abuse or neglect is not the person responsible for the child, the Superintendent or designee shall instead make a report to the DA.

IV. The person making the report to DHHS or the DA shall complete the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E).
The Superintendent or designee shall provide a copy of the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E) to the notifying employee within 24 hours of the initial report. The notifying employee shall sign the form and return it to the Superintendent.

V. The confirmation and acknowledgement should be retained in the school district's records.

VI. If the notifying employee has not received a copy of the Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form (JLF-E) within 24 hours of informing a school administrator, the Title IX Coordinator, or the Superintendent, the notifying employee shall make an immediate report directly to DHHS or, if the person suspected is not a person responsible for the child, to the DA. In such cases, the employee shall then complete the form and give it to the Superintendent.

Cross Reference:

- JLF – Reporting Child Abuse and Neglect
- JLFA – Child Sexual Abuse Prevention and Response
- JLF-E – Suspected Child Abuse, Including Sexual Abuse, and Neglect Report Form

Adopted:

- March 10, 2020

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