

## Report of Child Abuse/Neglect Checklist To DCFS/CPS

### School Reporting

- If a school employee knows or reasonably suspects that a child is being abused or neglected, the employee shall immediately make an oral report to the school principal or his/her designee.
- Together, the principal or his/her designee and the employee must make immediate contact with the Division of Family and Child Services (DCFS), the nearest peace officer, or the local law enforcement agency, to report the suspected abuse or neglect.
- Within 24 hours after making the oral report to the school principal and reporting the suspected abuse or neglect to local law enforcement agency, the school employee initiating the report shall complete and give to the principal or his/her designee the District's Report of Child/Abuse Neglect form, available from the principal.
- The report shall be made by the person reasonably suspecting abuse, neglect or dependency; or to whom the student directly reported.
- The report may be made to an officer/local law enforcement agency in addition to DSFS/CPS.
- The Report of Child Abuse/Neglect form must be signed by the initiator of the report, the observer of the interview (if there was one) and the school administrator or designee. Both the Oral Report and Written Report boxes must be checked to indicate which agencies were contacted.
- The Report of Child Abuse-Neglect form shall serve as the written report.
- Distribution of the report shall be as follows: The original copy is to be kept on file by the building principal, one copy shall be sent to Planning and Enrollment, and one copy shall be delivered (if requested) to the agency where the report was made.

### Transportation Reporting

- Upon returning to the Transportation Department, the bus driver will call DCFS/CPS with the Transportation Administrator or Supervisor.
- Together, the JSD employee and the JSD administrator/supervisor shall fill out a report to DSFS/CPS and follow the steps as outlined for school reporting listed above.
- If a situation arises where a child refuses to go home, call the local police with a Transportation Administrator or supervisor present.