

CHECKLIST FOR REPORTING SUSPECTED ABUSE/NEGLECT

This checklist is intended as an optional tool for employees to facilitate the prompt and thorough reporting of suspected student child abuse and/or neglect to the public children's services agency or local law enforcement agency. **THE DUTY TO REPORT SUSPECTED CHILD ABUSE AND/OR NEGLECT IS AN "IMMEDIATE" ONE AND SHOULD NOT BE DELAYED REGARDLESS OF THE AVAILABILITY OF ANY OF THE INFORMATION DESCRIBED BELOW.**

- [ ] Background Information
  - ( ) Student's Name, Grade, and School/Building
  - ( ) Person Reporting and Position with the District
  - ( ) Mother's Name
  - ( ) Father's Name
  - ( ) Time and Date that Reporting Employee First Suspected Abuse and/or Neglect
  
- [ ] What is the nature of the suspected abuse or neglect, i.e., the circumstances surrounding the alleged abuse or neglect and any other information that might be helpful to establish the cause of abuse or neglect?
  
- [ ] What other available information about the student's background and behavior in school would be helpful to the investigation, including any of the following listed below?
  - ( ) the names, addresses, and telephone numbers of all of the following:
    - a. the reporter(s)
    - b. the alleged child victim(s)
    - c. the caretaker or guardian, if different from caretaker, of the alleged child victim(s)
  - ( ) the approximate age of the child;
  - ( ) the child's behavior and level of functioning;
  - ( ) when and where the alleged abuse or neglect occur;
  - ( ) the type, extent, and duration of the alleged abuse or neglect;
  - ( ) the child's current condition;
  - ( ) the behavior and functioning of the caretaker of the alleged child victim;
  - ( ) actions that have been taken, such as photographs, medical attention, or notification of law enforcement officials or other persons;

- ( ) the identity and current whereabouts of the alleged perpetrator, the relationship of the alleged perpetrator to the alleged child victim, and the access s/he may have to the child;
- ( ) the names, approximate ages, and relationship to the alleged child victim of other children living in the home;
- ( ) if other children in the home are currently or have been alleged victims of child abuse of neglect, their names and approximate ages, and the identity of the alleged perpetrator;
- ( ) the identity of anyone else who has knowledge of the current allegation of abuse or neglect.