

# ROCKWELL CHARTER SCHOOL

## Child Abuse and Neglect Reporting Policy

### Philosophy

The Board of Directors of Rockwell Charter School recognizes that Utah Code Ann. §80-2-602 requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes the Administration to develop procedures for employees or volunteers at Rockwell Charter School to carry out the intent of the law and to train employees and volunteers on their obligations related to child abuse reporting.

### Purpose

The purpose of this policy is to ensure that Rockwell's Administration and staff immediately report alleged or suspected abuse or neglect of a child to the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services. Such a report shall be made:

- Whenever a staff member has reason to believe that a child has been subjected to abuse or neglect; or,
- Whenever a staff member observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

### Definitions

The school defines all terms in this policy, including abuse, neglect, and sexual abuse as those terms are defined in Utah Code Ann. §80-1-102.

### Administrative Responsibilities

- The Administration shall ensure that all staff members are fully informed and made aware of their responsibilities to report child abuse per state law and this policy.
- The Administration shall provide annual training on the subject of identifying and reporting suspected abuse or neglect of a child.
- The Administration shall cause that any school employee or volunteer who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and/or neglect shall report or cause reports to be made in accordance with the procedures of this policy.

### Mandatory Reporting of Physical or Sexual Abuse of Students

School personnel are required to report to the proper authorities whenever they have reason to believe that a child has been abused or neglected. Mandatory school

reporters include any person who holds a teaching license, a school counselor, administrator, librarian, staff member, volunteer, or temporary employee who has reason to believe that a child has been abused or neglected per Utah Code Ann. §53E-6-701.

- In addition the duty to report any suspected cases of child abuse or neglect, an educator, including all school employees and volunteers identified above, who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee or volunteer shall immediately report the concern and all other relevant information to the school's Executive Director, the Board of Directors, or the Utah State Board of Education.
- A school administrator who has received a report of child abuse or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by an educator shall immediately report that information to the Utah State Board of Education.
- Any school employee or volunteer who willfully fails to report a case of suspected child abuse or neglect may face legal and/or disciplinary action up to and including termination of employment or termination of volunteer privileges.

#### **Additional Guidelines and Procedures**

- If a school employee or volunteer knows or reasonably suspects that a student is being abused or neglected, the employee or volunteer shall immediately, or as soon as possible, make a report by phone to the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services.
- School employees or volunteers should limit their investigation or follow-up on a report concerning a child or student to only what is necessary to support reasonable belief that a reportable problem exists prior to submitting a report.
- When a school employee or volunteer suspects child abuse, child neglect, or child sexual abuse, the employee or volunteer will take the following actions:
  - The school employee or volunteer, in coordination with a supervisor or administrator, shall immediately report the case by telephone to the local city police, county sheriff, or Office of the Division of Child and Family Services.
  - Within 24 hours after making an oral report, the school employee or volunteer initiating the report shall complete a written description of the information that generated the need for a report and submit this information to the direct supervisor of the employee or volunteer or to the Executive Director.
  - Upon receipt of a written report, the supervisor or administrator shall keep a copy of reported cases of suspected child abuse, child neglect, or child sexual abuse in a separate, confidential file for a period of two years.

- The written report shall **not** be placed in the child's educational file.
- If it is determined that a child who is suspected of having been abused or neglected is in need of immediate medical attention, the employee or volunteer shall follow the school's procedures for dealing with injuries or illness.

### **Limitations and Protections**

- Per Utah Code Ann. §53E-6-701, school employees and volunteers who, in good faith, make a report of the physical or sexual abuse of a student shall be immune from civil or criminal liability that might otherwise arise by reason of that report.
- School employees and volunteers do **not** have the responsibility to: (1) prove that the child has been abused or neglected; or, (2) determine whether the child is in need of protection.
- School employees and volunteers shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of an injury and/or apparent neglect.

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