

 Policy #FS- 1	Effective date: 8/20/03	No. of Pages: 5	Supplemental Forms: 2
REF: Fed. Perf. Standards 1302.53 (a) Community Partnerships: (2) (iii) 1302.47(b)(5)(i) Standards of conduct, 45 CFR §1302.90(c) Mandated Reporting of Child Abuse and Neglect, ACF-IM-HS-15-04 Employee Handbook sections: client relations, code of ethics, conduct standards and corrective action	PC Approval: 8/20/03 PC Revision Approval: 7/16/13 PC Revision Approval: 4/12/23	BOD Approval: BOD Revision Approval: 7/25/13 BOD Revision Approval: 4/12/23	Revision Date(s): 6/28/13 9/29/15 7/14/17 5/30/18 2/25/20 3/21/23 Review Date(s): 04/28/21 02/10/22

SUBJECT: Child Abuse/Neglect Reporting Policy for Mandated Reporting

POLICY: In order to protect children and help families connect to services all Rock-Walworth Comprehensive Family Services, Inc. Head Start and Early Head Start staff, consultants, and volunteers, while in the course of professional duties, will follow the agency procedures in place for staff to report suspected, identified, or threats of child abuse and neglect in accordance with the State of WI Referral Reporting Process.

PROCEDURE:

I. Reporting Child Abuse and Neglect

A. Immediate Danger

In the event of an incident on-site/center of an adult abusing a child or threatening abuse to a child's health and safety, the staff person who believes the child is in immediate danger **will immediately**, (see site flowchart) contact local law enforcement and-continue to the next step with a report to Child Protective Services.

B. Suspected

If you have cause to suspect abuse or neglect, continue to the next step

- 1) Immediately fill out the Child Abuse/Neglect Reporting Form answering all questions clearly. You will need to have the child's information accessible when making the call to a Child Protective Services Access Worker. At the end of the phone call your final question will be to ask the Access Worker if anyone will be coming to the site/center. If he/she indicates that someone will make a visit, let the Access Worker know the child's schedule for departure that day or arrival the next day. **Be sure to clearly understand the expectations of the Access Worker before you end the phone call.**
- 2) In addition, if the child arrives with an injury, the staff person observing this injury must record a description of the injury and what the child said in the *Injury and Medication log book* according to Family Regulations Licensing Rules for Group Childcare Center (DCF251.07(6)(a)(1)).

II) When Identified or Suspected Abuse has Occurred Inside of the Agency

- 1) In the event that a Rock-Walworth Comprehensive Family Services, Inc. Head Start or Early Head Start staff person or volunteer is the subject of identified or suspected child abuse/neglect, the Executive Director and Program Design Director will take appropriate actions in accordance with the Personnel Policies and Procedures. The Family Service Mgr. will be notified.
- 2) **If the child disclosed to the caregiver that they were abused by a staff person or volunteer the child or caregiver of the child should not be interviewed or questioned by Head Start staff - this should be done by Child Protective Services as they have requested.**
- 3) If another staff person witnessed the incident of abuse or neglect, the Executive Director and/or the Program Design Director will be notified immediately.
- 4) The Executive Director using the information from the staff person witnessing the incident will report immediately to the Dept. of Human Services and the State of Wisconsin Children and Families/Childcare Licensing and follow the recommendations issued by the State of WI. Childcare Licensing, Region V Office as well as the program's own Personnel Policies and Procedures in regard to the staff person under investigation. It will be important that the staff person reporting the incident is clear on what they will report.
- 5) The Executive Director and Program Design Director will determine when, how and who will inform the family of the report made to the Dept. of Human Services, State of WI. Children and Families/Childcare Licensing and Region V Office.
- 6) The Executive Director and Program Design Director will conduct an incident review and will ask for verbal and written statements of staff person(s) who were present during the time frame and setting of the suspected CA/N. In accordance with Childcare Licensing the subject of the allegation must be removed from child contact during the incident review and/or investigation.
- 7) Child Protective Services Investigation
 - a. The Access Supervisor will notify the Executive Director within 24.0 hours as to whether the report has been "screened in" or "screened out."
 - b. If the report has been screened out, this indicates that the Dept. of Human Services does not plan to do an investigation.
 - c. If the report has been screened in, the Access Supervisor will give the Executive Director a response time for the investigation within 5 business days of the investigation findings. It is noted that an investigation can take up to 60 days.

III) Prohibited Acts/Interactions

Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- (A) Use corporal punishment;
- (B) Use isolation to discipline a child;
- (C) Bind or tie a child to restrict movement or tape a child's mouth;
- (D) Use or withhold food as a punishment or reward;
- (E) Use toilet learning/training methods that punish, demean, or humiliate a child;

(F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;

(G) Physically abuse a child;

(H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,

(I) Use physical activity or outdoor time as a punishment or reward;

Additional Information: Health Care Services Exception to Reporting Sexual Abuse (Dept. of Human Services)
Wisconsin Child Sex Trafficking and Exploitation Indicator and Response Guide

Supplemental Form(s): Child Abuse/Neglect Reporting Form

Monitoring: The Family Services Manager will keep all CA/N Reports as well as the responses from Human Services regarding any follow-up.