



**MARK A. PETERSON**  
District Attorney  
Contra Costa County

# **MANDATED REPORTING OF CHILD ABUSE AND NEGLECT**

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## **“BEST PRACTICES” MANUAL FOR CONTRA COSTA COUNTY SCHOOL DISTRICT EMPLOYEES**

**2016**

# ACKNOWLEDGMENTS

This “Best Practices” Manual was born from a collaborative effort between Contra Costa County District Attorney Mark Peterson, Contra Costa County’s Children and Family Services (CFS), Contra Costa County Office of Education, Carol Carrillo of the Child Abuse Prevention Council (CAPC), and Superintendents from the school districts within Contra Costa County. The Mandated Reporting Task Force was formally initiated in June 2014. Throughout the 2014-2015 school year, the Task Force met to discuss recommendations for a unified and consistent approach to the training of mandated reporters in schools. Other participants included Senior Deputy District Attorney Nancy Georgiou, School Resource Officers from Concord Police Department, Walnut Creek Police Department, Richmond Police Department, Contra Costa Community College District Police, along with Gilbert Castro, Esq. (Atkinson, Andelson, Loya, Ruud & Romo law firm), and Ron Martin, Vice President of Keenan & Associates.

Special thanks must be given to School Superintendents Bruce Burns (Moraga School District), Dana Eaton (Brentwood School District), and Rami Muth (Martinez Unified School District) for their enthusiastic leadership, relevant suggestions, and endless patience with reviewing several drafts during this collaborative process. Additionally, appreciation is given to Cristina Hickey (Community Education Coordinator for the Child Abuse Prevention Council) for her thorough analysis and contributions; Neely McElroy (Division Manager at Children and Family Services) for her detailed comments and clarifications; school principals Chris Calabrese (Loma Vista Elementary), Crystal Castaneda (Las Juntas Elementary), and Lori O’Connor (Vicente Martinez High School) for their independent reviews and helpful input to make this Manual “user-friendly” for mandated reporters at the school sites. And finally, thank you to Senior Deputy District Attorney Nancy Georgiou for producing this written Manual, and to Summer Interns Boris Botchev, Kristine Craig, Hannah Grubbs, and Spencer Padgett, who assisted with graphics and flowcharts.

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## BACKGROUND AND PURPOSE OF MANUAL

In June 2014, Contra Costa County District Attorney Mark Peterson initiated a **Mandated Reporting Task Force** (hereinafter referred to as “**Task Force**”) to start creating a uniform and swift reporting of suspicions of child abuse or neglect by school employees, bringing together Superintendents from the Contra Costa County school districts and the County Office of Education. Throughout the following year, other community partners were invited to share their experiences and insight, including Child Abuse Prevention Council Executive Director Carol Carrillo and Community Educator Coordinator Cristina Hickey, Children & Family Services division manager Neely McElroy, Brian Inglesby of Contra Costa Special Education Local Plan Area (SELPA), civil attorney Gilbert Castro (at the time, employed with Atkinson, Andelson, Loya, Ruud & Romo law firm), and Keenan & Associates Vice President Ron Martin. The focus of the group was to set forth effective and regularly-scheduled training of school district employees, as well as to offer recommended procedures in reporting of child abuse across Contra Costa County.

The information contained in this manual is offered as ***an aid*** to creating a unified and consistent approach to reporting child abuse. We are aware that school district employees may move from one district to another during their lifetimes; although school districts may have different internal administrative policies and operating procedures, the response to suspected child abuse amongst school employees should remain constant. Knowledge of the protocols that have been created by the California legislature to keep children safe in schools is a necessary element of any school district employee’s responsibilities.

This manual clarifies basic information, and sets forth recommendations for training and responses to suspicions of child abuse. ***It is not meant to be all-inclusive nor should it be considered legal advice. When in doubt, contact Children & Family Services (CFS) or your local law enforcement agency.***

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## THE LAWS REGARDING MANDATED REPORTING

California mandated reporting laws were first enacted in 1963, and required physicians to report evidence of physical abuse. Over time, the legislature expanded the reporting requirements to include those who came into contact with children as a result of their jobs, and also included other forms of reportable acts: sexual and emotional abuse, and neglect.

Currently, California's Penal Code sections 11165- 11743.3 encompass the state's Child Abuse and Neglect Reporting Act (CANRA). They define *what* is child abuse, *who* must report suspected child abuse, *when* the suspected child abuse must be reported, and *how* suspected child abuse must be reported. (See [Appendix A-1: Suspected Child Abuse Report](#) and [Appendixes B, B-1 and B-2: Child Abuse Prevention Council's materials](#)). **The primary purpose for these reporting laws is protection of the child.** Other ramifications of reporting include: protecting other children from suspected abusers, improving the child's home environment, educating and providing help for the abuser. The laws also set forth **civil and criminal immunities for school employees** who make good-faith reports of suspected abuse. In other words, even if their suspicions are *not* confirmed after police/CFS investigation, mandated reporters are generally protected from civil liability for following the mandated reporting laws. Thus, mandated reporters cannot be sanctioned in any way at their job for following their duties of reporting, nor can they be impeded or obstructed by their supervisors from reporting.

Effective in 2015, the California lawmakers set forth new legislation regarding the training of mandated reporters, specifically as it relates to schools. School districts and county office of education are now required to annually train their employees in the duties of mandated reporters under the child abuse reporting laws. "The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting." (See California Penal Code section 11165.7(d)). (See [Appendix F for some examples of signs of child abuse and neglect, though this list is not all-inclusive.](#))

Mandated reporters who **fail to report** suspicions of abuse may face criminal and civil prosecution, including jail time and fines. Supervisors and administrators who impede or obstruct the reporting, or who fail to report suspicions of abuse face the same sanctions. Additionally, loss of teaching or administrative credentials or licenses may be imposed on school staff mandated reporters.

## TASK FORCE RECOMMENDATIONS/ "BEST PRACTICES SUMMARIZED"

The Task Force acknowledges that both online and "live"/in-person training serve as valuable educational resources for educating mandated reporters about well-documented "red flags" for abuse and neglect. The Child Abuse Prevention Council (CAPC) provides a written guideline for mandated reporters in determining whether "reasonable suspicion" of abuse or neglect exists that then triggers the mandatory reporting requirement. CAPC also offers free "in person" training for schools, and has trained thousands of school employees in hundreds of Contra Costa County schools in the past two years.

Most of the participating school districts in this Task Force utilize not only CAPC's "live" training, but include online training by groups such as the state Department of Social Services' Mandated Reporter Training ("Educators Training Module) and Keenan & Associates SafeSchools course. All of these providers are helpful resources, and not only address the differential learning styles of mandated reporters, but also serve to ensure that training is consistent among all school districts in Contra Costa County. *For that reason, the Task Force recommends that all districts use a combination of online and "live presenters" when providing their yearly school safety/mandated reporter training.*

### Training:

- 1) Each district should utilize **"live/in person" training** to all employees, such as the free trainings offered by the Child Abuse Prevention Council (CAPC), when practical. Written summaries of the reporting laws, and answers to frequently asked questions, provided by CAPC as part of their training material should be uploaded to every school site intranet computer for reference by school employees (see **Appendixes B, B-1 and B-2**);
- 2) Each district should also provide **online training** to all employees, such as those provided by Keenan & Associates' SafeSchools (**see Appendix D**) and the California Department of Social Services' "Mandated Reporter Training: Educators Training Module" (**see Appendix E**); those online modules should be **uploaded** to each school site's intranet computer as an additional resource for all employees throughout the school year;
- 3) School districts should be mindful of the **differentiated learning styles** of all employees, and therefore strive to offer both online courses and "live/in person" presenters when teaching and refreshing staff about their mandatory reporting requirements. When possible, School Resource Officers and/or local law enforcement, in addition to CFS representatives, should be present at the "live" trainings to provide their perspectives;

- 4) School districts should provide mandated reporting training in **two tracks**: *one track* for teachers/counselors/assistants/coaches (i.e.: non-administrators), and *the other track* that includes the same information but adds specific training for *supervisors/administrators* in dealing with administrative consequences of reports (i.e.: especially helpful where teachers/staff/employees may be suspected of abuse, and how to conduct an administrative investigation without impeding a criminal or CFS investigation); consultation with school district legal counsel to assist and prepare the additional material is recommended.
- 5) School districts should establish uniform procedures to **verify** training has been completed by each employee each year; an example could be to compile a computerized spreadsheet from a “sign in” sheet or computer log-in that has all employees’ names/school ID, their school sites, where/when/what type of training was provided, and the date of completion; such records would be maintained at the district offices and in the employees’ personnel files, and would be updated each year.

Additionally: supervisors at each school site should, at the least, review mandated reporting requirements with staff at the beginning of each new school year. Reviewing requirements with staff during the semester would also be beneficial. Finally, posting the reporting requirements in staff rooms and on the school district and individual school site websites will make readily accessible resources for mandated reporters.

- 6) School districts should establish training on the identification of suspected child abuse/neglect and reporting requirements for **volunteers** who assist in schools.

NOTE: Some schools may differentiate “volunteers” in two ways:

A) Volunteers who supervise groups of students alone for an extended period of time in somewhat of an isolated location (i.e.: overnight parent volunteers for school trips, Outdoor Education Camps, volunteer coaches); and,

B) Volunteers who are largely “under supervision” of a school employee and/or in a public place (i.e.: parents who chaperone and transport groups of students on field trips);

Some school districts require those volunteers in “A” (above) to participate in online training and/or to be fingerprinted, but don’t require volunteers in “B” to undergo training or fingerprinting at all.

*Although currently volunteers are not statutorily required to report abuse, school districts should ensure that their volunteers have a basic understanding of reporting requirements. One way that this can be accomplished is by providing volunteers with the information in the Appendix section of this manual. Also,*

*CAPC offers live volunteer training and should be considered as another resource for schools.*

School districts should annually review their requirements regarding “volunteers,” including requirements/eligibility, and review of their “volunteer” policies.

- 7) School Site administrators should have a basic understanding of what to expect when a mandated report has been made, what to do/ what not to do regarding investigations, and when CFS and/or law enforcement arrives on site; such response can be uploaded to the district website for school administrators (see Appendix B-2 and Appendix C).

### **Use and Retention of the Suspected Child Abuse/Neglect Reports:**

When reasonable suspicion exists that abuse may be present, the school employee must : 1) Make a telephone report first to either Children & Family Services (CFS) or to their local law enforcement agency; **AND** 2) within 36 hours , complete and send the Suspected Child Abuse Report form (also known as “SCAR”) to the agency. Instructions on how to complete the SCAR form are on page 2 of the form (see Appendix A-1 for the form and instructions). The Task Force recognizes that the submission of a SCAR form may result in an investigation by CFS or law enforcement. In order to satisfy that the school employee has fulfilled his/her mandated reporting requirements, it is best if not only the reporter keep a copy of the suspected child abuse/neglect form, but that the school district retains a copy of such form in case of any future litigation.

- 1) **Suspect abuse? Do not investigate. Call:**  
Children & Family Services at 877-881-1116 or,  
Your local law enforcement agency/911

When to Report: Immediately-or as soon as possible (preferably before school ends for the day);

To Whom You Report:

Call CFS for suspected abuse by parent/caregiver/guardian;

Call Your Local law enforcement agency for suspected abuse by ANYONE (may be the parent/caregiver/guardian OR by someone other than parent/caregiver, such as: school employee, church employee, camp employee, counselor, family member, friend, stranger, etc.)

- 2) **It is immaterial for reporting requirements whether suspicion is directed at a SCHOOL EMPLOYEE/TEACHER/STAFF/ADMINISTRATOR/COACH, etc., versus a student, parent, guardian, or other non-school related**



**individual.** The law clearly states that if there is a *suspicion of, or actual knowledge of, abuse or neglect*, the mandated reporter must report, and cannot delay a report based on misguided efforts to investigate for himself/herself. As attorney Manuel F. Martinez of Lozano Smith has analogized, reporting suspicion of abuse is similar to acting as a fire alarm: you are not verifying that there is an actual fire, but you are clearly giving notice to the appropriate investigators that there may be a fire that warrants investigation and detection by the experts. A mandated reporter is simply the fire alarm that signals the *possibility of abuse*. *Supervisors or administrators should not delay or impede the reporting of possible abuse; any secondary or corollary personnel investigation follows the initial reporting to law enforcement, not supersedes it.*

- 3) Follow up your verbal report with the written **Suspected Child Abuse Reporting form (SCAR)** within 36 hours to the agency (*see Appendix A-! for form/instructions*);
- 4) Once a report has been made by a school employee to law enforcement, request the police report number that will be assigned to that investigation. Put that police report number on a separate **copy** of the SCAR report. Send the SCAR form to the school district's Human Resources confidential/restricted access computer drive or file drawer; such reports should be accessed only by school administrators for legitimate administrative duties that pertain to internal administrative/.personnel actions, as directed by school district counsel. *Since the identity of the Mandated Reporter is confidential, be sure to redact the name of the mandated reporter when sending the copy of the SCAR report to the school HR.*
- 5) If reporting to CFS, the mandated reporter should note the first and last name of the social worker who is taking the verbal report. That person's name can then be written in the SCAR report narrative as the contact to whom the mandated reporter verbally notified his/her suspicions.
- 6) All mandated reporters should be reminded after submission of their reports by their school site administrator that such reports are **confidential**, regardless of whether CFS and/or law enforcement finds that abuse/neglect exists or does not exist. Mandated reporters should be notified that they are not required to disclose their suspicions to school administrators in lieu of reporting to CFS and/or law enforcement. Further, the identity of a mandated reporter shall not be disclosed to school administrators without that employee's consent, or by a court order. CFS and Law Enforcement personnel should be reminded that they are not to disclose the identity of the mandated reporter to school officials, suspects, parents, caregivers or others who are not authorized to receive such reports.

## CURRICULUM FOR MANDATED REPORTERS

During the yearlong committee meetings, the Mandated Reporter Task Force discussed the need for school district staff to understand what child abuse was and the purpose for the mandatory reporting laws. (See Appendix F for some signs of suspected child abuse/neglect.) The 2013-2014 Contra Costa County Grand Jury urged the following topics to be included as necessary components of any training in the area of mandated reporting for schools, which were universally agreed upon by the school districts in their responses to the Grand Jury report (see Appendix G for the Grand Jury report.)

### I. TRAINING IN REPORTING SUSPECTED CHILD ABUSE/NEGLECT

#### A. WHAT “CHILD ABUSE” IS: (Penal Code section 11165.6)

“Child Abuse” includes: physical abuse, sexual abuse (including sexual assault and sexual exploitation), willful cruelty or unjustifiable punishment, unlawful corporal punishment or injury, or neglect to a child under the age of 18.<sup>1</sup>

Currently, child abuse *does not* include: “mutual affray between minors,” or “an injury caused by reasonable and necessary force by a peace officer acting within the course and scope of his/her employment” (Penal Code section 11165.6). Also, public school employees may use “reasonable and necessary” amount of force in order to “quell a disturbance threatening physical injury to person or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil...” (Penal Code section 11165.4)].

#### B. WHAT TO REPORT: “REASONABLE SUSPICION” OF ABUSE

Penal Code section 11166 sets forth the current meaning of “reasonable suspicion” as: “It is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.”

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<sup>1</sup> (see Penal Code section 11165.1 for definitions of “sexual abuse,” “sexual assault,” and “sexual exploitation”; see Penal Code section 11165.2 for definition of “neglect”; see Penal Code section 11165.3 for definition of “willful harming or injuring or endangering”; see Penal Code section 11165.4 for definition of “unlawful corporal punishment or injury”; see Penal Code section 11165.5 for definition of “abuse or neglect in out-of-home care” which includes schools; see Penal Code section 11165.6 for definition of “child abuse or neglect”).

**PRACTICAL TIP #1:** Consult with peers; with the screening unit at Children & Family Services (CFS); take notes, if you are determining whether “reasonable suspicion” exists. Keep in mind:

***\*\*If you suspect abuse, report it\*\****

**PRACTICAL TIP #2:** If you learn about, or suspect physical or sexual abuse or neglect of a child, you must report it, regardless of who the suspect is. This includes information from a now-adult that he/she was abused in the past during childhood; where there are children currently living with that suspected abuser, or where you know or reasonably suspect that the abuser has current access to children, you should report that childhood abuse. Remember that you have no duty to investigate. You are the “fire alarm” that simply signals the possibility of abuse; leave the detection/investigation up to the experts (i.e.: law enforcement/CFS).

The rules about mandated reporting apply where the suspect is a school district employee. As all school staff is responsible for the care and custody of pupils while on school grounds and engaged in school-related activities, if a teacher or school employee is suspected of abuse, it is mandatory for colleagues who become aware of such abuse, or who suspect such abuse, to report suspicions to **local law enforcement** (not CFS). “Telling a supervisor” **is not** sufficient, and is **not** in compliance with the mandatory reporting laws.

Failure to report known abuse or suspected child abuse/ neglect is punishable by criminal and/or civil action, including jail time and monetary fines, as well as potential loss of teaching credentials and licenses. A mandated reporter who fails to report would not have immunity from civil or criminal liability (Education Code 44421)

If a supervisor impedes or inhibits the reporting of suspected abuse, the same penalties may apply to him/her. (Penal Code section 11166.01(b)). And the statute of limitations begins to run upon *discovery* of such impediment or hindrance to the making of a mandated report by law enforcement/social services.

### **C. WHO MUST REPORT:** **(Penal Code section 11165.7)**

**“Mandated reporters” include:**

- Teachers
- Instructional aides/ teacher’s aide/assistants
- Classified employees
- Administrative officers/supervisors of child welfare and attendance
- Certificated pupil personnel employees
- Administrative officers/supervisors
- Any employee of a county Office of Education whose duties bring the employee into regular contact with children
- Head Start program teachers

- School District Police/Security employees
- Administrators/presenters/counselors in school child abuse prevention programs
- School nurses
- Computer repair technicians
- Film and photographic print/image processors and their employees
- Peace officers and employees of police and probation departments
- Firefighters
- Social workers
- Psychological assistants
- Clinical counselor trainees and interns
- Community College employee/administrator/supervisor of other employees with regular contact with students
- K-12 and Community College athletic coaches/athletic administrators/athletic directors/assistant coaches/graduate assistant coaches

**(See Penal Code section 11165.7 for complete list of mandated reporters)**

**Reporting child abuse is the individual responsibility** of each mandated reporter; telling a supervisor will not absolve you of liability if you fail to report the abuse. **(See Penal Code section 11166(i)(1)).**

A single report of abuse may be made when two or more mandated reporters know or suspect child abuse, and the group has mutually agreed upon the person who will make the report; any mandated reporter of the reporting group who knows that the designated person failed to make a report must then make the report himself. **(See Penal Code section 11166(h)).**

**PRACTICAL TIP #3:** If you consult with a colleague (including a supervisor or administrator) or other mandated reporter about your suspicions of abuse, you must still report the incident yourself--unless, after discussions with your mandated reporter-colleague(s), you all mutually agree that a designated individual of that group will make a single report. Best practices suggest that a separate sheet be attached to the original SCAR form, stating that "All Mandated Reporters Present" and include the names of the mandated reporters. Include the names/titles of those who were present during the agreement that one colleague would report on behalf of all. Reference the attachment in the narrative portion of the SCAR form, along with the names of mandated reporters present. Make sure you write "page 1 of 2" and "page 2 of 2" on the SCAR form and attachment so that it is clear there is an attachment to the SCAR form.

Afterwards, verify with the designated reporter that he/she did make that report to CFS and/or police. And make sure you receive a copy of the SCAR form that was sent to CFS and/or the police by your colleague. If your colleague cannot, or does not, provide you with a copy of the SCAR form, then "best practices" dictate that you make a second report, yourself. (Due to confidentiality, CFS will not verify that a report was made by your colleague.)

**D. TIMING OF REPORT:**  
**(Penal Code section 11166(a))**

When a mandated reporter knows, or sees, a child whom he /she knows or reasonably suspects has been the victim of child abuse or neglect, he/she is to report immediately(or as soon as practically possible) by telephone; within 36 hours of the telephonic report, the mandated reporter must fax or email a written follow-up report. **(See Penal Code section 11166(a)).**

**PRACTICAL TIP # 4:** Do not wait to report your suspicions; delaying a report will delay investigation and continue to place a child in potential risk for serious injury or death. Remember that you are not an investigator, and you have no duty to investigate. Your duty is to REPORT your suspicions or knowledge of abuse.

**E. HOW TO REPORT:**  
**(Penal Code section 11166)**

Do not delay in reporting; do so immediately, or as soon as possible after receiving information that gives you reasonable suspicion of abuse/neglect. (See Penal Code section 11166(a)).

***“Whom to Call:”***

**Children & Family Services (CFS): 877-881-1116**

*(To report suspicions of abuse “in the home” by the child’s parent/caregiver/guardian/relative)*

**Police/Sheriff in your jurisdiction: 911**

*(To report suspicions of abuse “in or out of the home” by ANYONE: including the child’s parent/caregiver/guardian, or by someone else, such as child’s teacher/aide/coach/volunteer/counselor/priest/camp counselor, etc.)*

**IN OTHER WORDS:**

- **Call CFS** when reporting suspected abuse by the child’s parent/caregiver/guardian/relative;
- **Call the Police/Sheriff** when reporting suspected abuse by Parent/Guardian/Caregiver OR ANYONE ELSE

**PRACTICAL TIP #5:** When you are unsure which agency to call, CFS or Law Enforcement, report to *both* agencies (though the two agencies are required to cross-report to one another, except for general neglect cases.) You may call CFS and consult with the screener as to whether reasonable suspicion of abuse exists. Document your call (including the first and last names of the screener, and information shared, and send in your written report within 36 hours).



**PRACTICAL TIP#6:** When reasonable and possible, try to report *before* the end of the school day, so that Law Enforcement/CFS can initiate their investigation *prior* to the child being released to the potential suspect.

**PRACTICAL TIP #7:** When making your initial telephonic report, provide your name, and get the full name/ mailing address/ phone and fax numbers of the person to whom you report.

**Within 36 hours** of phoning the report, you must fax or mail a written report of “Suspected Child Abuse Report” (also known as the “SCAR” report) to the person at the agency to which you first telephoned. If another person provided you with knowledge/observations that led them (and you) to suspect abuse, you may provide non-privileged documentary evidence in your written statement.

**PRACTICAL TIP #8:** Do not try to investigate the allegations of abuse, yourself; leave that up to law enforcement or social services. Do call and report to CFS and/or Law Enforcement. Work cooperatively with the investigating agency.

When a social worker comes to your school, work cooperatively, but let the investigator do his/her job. Know the limitations of what you may, and may not do, regarding the investigation. (See Penal Code section 11174.3, set forth in *Appendix B-2*.)

**PRACTICAL TIP #9:** When calling CFS and/or Law Enforcement, if there any special conditions regarding the child/placement of the child for the investigation, etc., you should advise the agency *before* they arrive at the school site. If you are asked by the child to remain as a support person during the interview by the police officer or social worker, you may do so, but remember that you are there to provide **silent support**, and not to advocate for/against the child. Also, you are bound by **confidentiality laws**. **DO NOT SHARE INFORMATION AFTER THE INTERVIEW OR DISCUSS THE REPORT OF SUSPECTED ABUSE.** Work cooperatively with social services and/or law enforcement, and trust that they are acting within the scope of their lawful duties.

Mandated reporters may take photographs of the suspected abuse, without parental permission, as part of their reporting requirements. (Penal Code section 11172(a))

**PRACTICAL TIP #10:** If you see suspected abuse and are afraid that evidence of the trauma may disappear before social services or police arrival (i.e.: redness or scratch to face/body), you may take a photograph of the injury. Provide the photo(s) to the investigators and/or to your written report.

A mandated reporter is allowed to ask about the status of a child abuse report to the reporting agency. The agency must inform the mandated reporter of the status of the investigation once the investigation is complete or after there has been a final disposition of the matter (See Penal Code section 11170(b)(2)).

**PRACTICAL TIP #11: KEEP A COPY OF YOUR WRITTEN REPORT** so that you have documented proof that you complied with your reporting requirement. Also, when you have made a report of abuse/neglect to law enforcement, ask the officer for the police report number that corresponds to your report. Then, when you want to know about updates to the case, you will have the police report number as reference when speaking to the officers.

## **F. SAFEGUARDS FOR REPORTING**

Since the primary purpose of requiring school staff and administrators to report their suspicions of child abuse or neglect is to protect the child, the California legislature has also codified protections to spare mandated reporters from civil or criminal liability when they are reporting their honest and genuine suspicions. Further, if a mandated reporter is sued for reporting suspected child abuse, and retains an attorney to defend the lawsuit, he/she may submit a claim for reasonable attorneys' fees to the State Victim Compensation and Government Claims Board Control if he/she prevails or if the civil lawsuit is otherwise dismissed. (See California Penal Code section 11172(d)(1).

Mandated reporters have immunity from civil or criminal liability for any report made under the CANRA laws; even if the mandated reporter received the suspicious information/knowledge outside the scope of their professional capacity or the scope of their employment. Mandated reporters are protected when they photograph a suspected child abuse/neglect victim and include the photograph with their suspected child abuse report. (See California Penal Code section 11172(a)).

**PRACTICAL TIP # 12:** Although a mandated reporter has immunity when taking a photograph of a suspected child abuse victim, the photograph may only be used as part of the evidence used to write the report. (There is no immunity if the mandated reporter uses the photographs for any other unauthorized purpose.)

School administrators and supervisors may not impede or inhibit the reporting of suspected child abuse. (See California Penal Code section 11166(i)(1).

**PRACTICAL TIP #13:** Although school districts may have internal procedures to facilitate reporting and apprise supervisors and administrators of child abuse reports, the internal procedures do not take precedence over the California statutory mandated reporting requirements. If a mandatory reporter is told to document their suspicions of abuse and report to a school supervisor or administrator *instead of* calling CFS or Law Enforcement, that internal procedure could violate the CANRA reporting requirements. Remember, reporting your suspicions or knowledge of child abuse or neglect is YOUR responsibility.

Every mandated reporter must be aware that the contents of the child abuse report are confidential. The name/identity of the reporting party is likewise kept confidential and is

disclosed only to specific persons and agencies listed in the Penal Code. (See Penal Code section 11167(d)(1).

**PRACTICAL TIP #14:** Investigators may contact the suspect to advise that person of the complaint or allegations as part of the investigation; however, confidentiality laws to protect the identity of the reporter remain in effect. *School staff who may be confronted by a potential suspect **must not** confirm or verify the identity of the mandated reporter, or the nature of the allegations in the report.*

## **G. RAMIFICATIONS OF REPORTING**

When a mandated reporter makes a suspected child abuse report to either CFS or law enforcement, there may be an investigation initiated that will require additional contact of that reporter. Social workers and/or police officers may ask for additional information, including information about the child and his/her home life. Not all of these investigations will result in the filing of criminal charges or child dependency petitions. Sometimes, the investigation will show a need for support services for the child and/or the family. School districts should be aware of their policies regarding confidentiality of school records and release of information, and to keep written documentation of all contacts. (NOTE: The Family Educational Rights to Privacy Act, or FERPA, allows schools to disclose pupil records without parental consent when suspected child abuse/neglect exists, to “appropriate officials in cases of health and safety emergencies.” If education records are to be disclosed to investigators under this exception, the school district must document the threat to the health of safety of the student that led to the disclosure of the records, and to whom the records were given.)

Where there is evidence of child abuse or neglect that warrants the filing of criminal charges or family court and juvenile court hearings, the mandated reporters may be called to testify under a court subpoena. The subpoena is not an invitation; it is a command to appear in court and testify.

**PRACTICAL TIP #15:** If a mandated reporter receives a subpoena to testify about the information that led to the filing of a child abuse/neglect report, he or she must appear in court. Consultation with the specific school district’s policies regarding subpoenas should also be made, but there should be no impediment or obstruction of the school mandated reporter in attending the court proceeding or in the giving of testimony.

## **II.**

### **TRAINING IN THE IDENTIFICATION OF CHILD ABUSE/NEGLECT**

Social workers and law enforcement officers know from experience that child abuse or neglect can occur in any family, regardless of socio-economic, cultural, racial, and religious backgrounds. Identifying what is “abuse” or “neglect” can be difficult, but there are notable “red flags” for abuse and neglect that are often revealed when interacting



with a child or his/her family and caregivers. Training in the identification of child abuse and neglect is a necessary component of the mandated reporter's education. It is also important to emphasize that the mandatory reporter is not determining whether the abuse exists; his/her duty is to report his/her suspicion that it *may* exist.

Although the lists below are not exhaustive of what "is" physical or sexual abuse, or neglect, they are referenced as common examples which need to be part of all school employees' mandatory training course. (See Appendix F for some signs of potential child abuse or neglect.)

### **PHYSICAL ABUSE:**

- Unjustifiable physical assault/punishment
- "Red Flags" may include, but are not limited to:* bruises, burns, broken bones on cheeks/face, buttocks, ears, neck, back, genitals (may or may not have a patterned/distinctive outline)
- Recurring or previous injuries
  - Improbable explanation offered for the injury/injuries
  - Delay or failure to seek medical care by parent or caregiver

*Where parents or guardians fail to protect the child from such acts, that failure is also reportable under CANRA laws.*

### **SEXUAL ABUSE:**

Acts may include, but are not limited to:

- reports of coerced/forced sexual acts of statutory rape, rape, incest, sodomy, lewd or lascivious acts upon a child, oral sex, sexual penetration, child molestation, masturbation in the presence of a child, touching a child (whether clothed or unclothed) for the sexual gratification or sexual arousal of either the child or suspect

*"Red Flags" may include, but are not limited to:*

- inappropriate sexual knowledge for age/development of the child
- demonstrating sexual acts on other children or toys
- molesting other children
- sexually explicit drawings or language

**NOTE** that recanting/taking back the initial report is also not uncommon, due to shame or guilt at breaking up family, etc.

*Where parents or guardians fail to protect the child from such acts, that failure is also reportable under CANRA laws.*

## **SEXUAL EXPLOITATION:**

Includes, but not limited to:

- photographing minor in simulated or real sexual acts
- sending images of, or filming children in, acts of sexual conduct to/by another child
- human trafficking (ie trading sex by a minor for food/housing/money)
- acts of prostitution

*Where parents or guardians fail to protect the child from such acts, that failure is also reportable under CANRA laws.*

## **NEGLECT:**

Negligence or maltreatment of child that could be harmful, such as:

- leaving child home alone
- not providing food/shelter/appropriate clothing/medical care
- not enrolling child in school or proper home-schooling
- accessibility to illegal drugs/drug paraphernalia, alcohol, weapons without proper supervision

*“Red Flags” may include, but are not limited to:* poor hygiene, clothing in poor condition, malnourishment, delay in developmental/cognitive/physical abilities due to neglect.

## **CONCLUSION**

All school district employees must know of their status and obligations as mandated reporters. Being knowledgeable about mandated reporting laws requires familiarity with the nature of the duty to report; understanding the definitions of child abuse and the conditions under which an employee is required to make a report; and knowing *how* to make a report. Additionally, mandated reporters need to recognize that there may be two separate yet co-existing paths (criminal and administrative) once a child abuse report is made, and their roles (if any) in those two different systems.

# **GUIDE TO REPORTING (FLOWCHART)**

**SUSPECT ABUSE? FOLLOW THESE STEPS!**

**STEP 1: REPORT!! DO NOT INVESTIGATE!**

**CALL CFS (Children & Family Services): 877-881-1116** (abuse In Home or by Parent/Caregiver/Guardian/Sibling, etc.)

**or**

**Your Local Law Enforcement Agency / 911** (abuse by ANYONE: in-or-out-of home, at Church, at Camp, at School, etc., and by Parent/Guardian/Caregiver, or by Teacher/Coach/Counselor/Pastor/School Employee, etc.)

-Telling a supervisor or administrator is NOT "reporting" under the law-

Report regardless whether:

School is open or closed -

Campus supervisor is present or not -

Suspicious Acts/Conduct occurred on-site or not

-Reluctant to report? -- If a Mandated Reporter, your failure to report IS A CRIME--

**STEP 2: WITHIN 36 HOURS OF VERBAL REPORT:**

Complete and send the Suspected Child Abuse Report (SCAR) form to CFS and/or your local Police Department-- *whichever agency to which you first verbally reported*

**STEP 3: NOTIFYING ON-SITE ADMINISTRATORS/DISTRICT/HUMAN RESOURCES**

Per your local District policy, redact the identity of the Reporting Party before sending copy of SCAR form to administrators/supervisors;

Staff/Teachers & Administrators: the identity of a mandated reporter is confidential

**Administrators:** *Contact your local Police Dept. before initiating an investigation; Specifically document what has been done and any instructions given to other staff (including potential witnesses/suspects) during the course of an investigation; have a plan and let staff know how to respond to questions by other staff, members of the public, media regarding a suspect / investigation*

**STEP 4: REPORT ANY RETALIATORY THREATS TO LAW ENFORCEMENT**

After you report, if you feel you are being threatened or retaliated against due to your report, advise Law Enforcement

# **RESOURCES**

## REPORTING TO CONTRA COSTA COUNTY LAW ENFORCEMENT AGENCIES

*For Suspected Abuse occurring In- or-Out of Home by Anyone  
(Parent, Guardian, Caregiver, Relative, Teacher, Counselor, Coach, Volunteer Aide, Clergy, etc.)*



- 1) **PHONE** agency (**911** for emergencies; or **Dispatch**),  
AND, within 36 hours,
- 2) **FAX** written report ("SCAR") to Agency:

**Antioch Police Dispatch: (925) 778-2441**

Follow-up Contact: Det. Eric McManus  
Work: (925) 779-6940  
Fax: (925) 779-6975

**Concord Police Dispatch: (925) 671-3333**

Follow-up Contact: Racquel Gutierrez  
(secretary)  
Work: (925) 671-3020  
Fax: (925) 671-3124

**BART Police Dispatch: (510) 464-7081**

Follow-up Contact: Sgt. John Power  
Work: (510) 464-7049  
Fax: (510) 464-7051

**Danville Police Dispatch: 925-646-2441**

Follow-up Contact: Det. Sgt. Brian Sliger  
Work: (925) 314-3703  
Fax: (925) 820-1641

**Brentwood Police Dispatch: (925) 778-2441**

Follow-up Contact: Sgt. Walter O'Grodnick  
Work: (925) 809-7752  
Fax: (925) 809-7799

**East Bay Regional Park District Dispatch:**  
**(510) 881-1833**

Contact: Det. Sgt. Giorgio Chevez  
Work: (510) 690-6526  
Fax: (510) 247-9265

**Clayton Police Dispatch: (925) 603-5993**

Follow-up Contact: Chief Chris Wenzel ,or  
Sgt. Daryl England  
Work: (925) 673-7350  
Fax: (925) 672-1429

**El Cerrito Police Dispatch: (510) 237-3233**

Follow-up Contact: Det. Sgt. Ian Wong  
Work: (510) 215-4418  
Fax: (510) 235-6618

**Community College District Dispatch:**  
**(925) (925) 686-5547**

Follow-up Contact: Investigations  
Work: (925) 969-2769  
Fax: (925) 685-0812

**Hercules Police Dispatch: (510) 724-1111**

Follow-up Contact: Det. Bill Beason  
Work: (510) 799-8279  
Fax: (510) 799-8281

**Kensington Police Dispatch: (510) 236-0474**

Follow-up Contact: Det. R. Martinez  
(badge #K31)

Work: (510) 526-4141

Fax: (510) 526-1038

**Lafayette Police Dispatch: (925) 284-5010**

Follow-up Contact: Supervisor of Investigations

Work: (925) 283-3680

Fax: (925) 283-4126

**Martinez Police Dispatch: (915) 372-3440**

Follow-up Contact: Sgt. Dave Mathers

Work: (925) 372-3450

Fax: (925) 228-3753

**Moraga Police Dispatch: (925) 284-5010**

Follow-up Contact: Sgt. Brian South  
(email: south@moraga.ca.us)

Work: (925) 888-7052

Fax: (925) 376-2850

**Oakley Police Dispatch: (925) 625-8060**

Follow-up Contact: Lt. Eric Navarro

Work: (295) 625-8829

Fax: (925) 625-8857

**Orinda Police Dispatch: (925) 646-2441**

Follow-up Contact: Investigations Sergeant

Work: (925) 254-6820

Fax: (925) 254-9158

**Pinole Police Dispatch: (510) 724-1111**

Follow-up Contact: Investigations Sergeant  
(Sgt. Justin Takacs)

Work: (510) 724-8950 (Pinole PD main number)  
(510) 741-2077 (Sgt. Takacs)

Fax: (510) 724-9061

**Pittsburg Police Dispatch: (925) 646-2441**

Follow-up Contact: Sgt. Brian Mathews

Work: (925) 252-4843

(email: [bmathews@ci.pittsburg.ca.us](mailto:bmathews@ci.pittsburg.ca.us))

Fax: (925) 252-6980

**Pleasant Hill Police Dispatch: (925) 288-4600**

Follow-up Contact: Reception (will route to  
Investigations)

Work: (925) 288-4630

Fax: (925) 288-4600

**Richmond Police Dispatch: (510) 233-1214**

Follow-up Contact: Sgt. Matthew Stonebraker

Work: (510) 620-6668

Fax: (510) 620-6873 (Records division)

**San Pablo Police Dispatch: (510)**

Follow-up Contact: Investigations Unit

Det. Robert Richer or

Det. Melvin Smith

Work: Det. Richer (510) 215-3288;

Det. Smith (510) 215-3072

Fax: (510) 232-9984

**San Ramon Police Dispatch: (925) 973-2779**

Follow-up Contact: Sgt. Steve Brinkley

(email: [sbrinkley@sanramon.ca.gov](mailto:sbrinkley@sanramon.ca.gov))

Work: (925) 973-2753

Fax: (925) 838-2910

**Sheriff's Department Dispatch: (925) 646-2441**

Follow-up Contact: Investigations division

Work: (925) 313-2600

Fax: (925) 646-1389

**Walnut Creek Police Dispatch: (925) 935-6400**

Follow-up Contacts: Det. Gabe Mauro (Juvenile  
crimes);

or Sgt. Andy Brown

Work: Det. Mauro (925) 943-5881 (Juvenile  
crimes)

Sgt. Andy Brown (925) 256-3553

Fax: (925) 943-5811



**II.**  
**REPORTING TO CHILDREN & FAMILY SERVICES (C.F.S.)**

*For Suspected Abuse occurring  
**In the home/**  
By Parent, Guardian, Caregiver , Sibling, Relative, etc.*



1) **PHONE C.F.S.**

**1-877-881-1116**

**AND,**  
*within 36 hours,*



2) **FAX written report** ("SCAR") to C.F.S. at either:

(925) 608-6894,

or

(925) 608-6895

# **APPENDIX**

## **“A”**

### **OVERVIEW OF CHILD ABUSE/REPORTING (FLOWCHART)**

## WHAT IS CHILD ABUSE?

- Physical Abuse
- Sexual abuse or exploitation
- Neglect/maltreatment
- May include emotional

## HOW TO RECOGNIZE:

### Physical Indicators:

- Malnutrition: bloated stomach, extremely thin, dry flaky skin, pale/discolored, fainting
- Inappropriate dress for weather
- Unattended medical conditions cuts bruises, burns, black eye, bite marks, welts

### Behavioral Indicators:

#### Physical Abuse:

- Hostile or aggressive behavior towards others
- Extreme fear or withdrawn around others
- Destructiveness
- Out of control: Emotions

#### Sexual Abuse:

- Sexualized behavior: precocious knowledge of sexual behavior
- Self mutilation or destruction
- Seems mature beyond age
- Eating disorders
- Promiscuity

#### Neglect:

- Clingy or indiscriminant attachment
- Self-imposed isolation
- Depressed or uninterested

#### Emotional Abuse:

- Lacks self esteem
- Seeks approval to an extreme
- Makes few choices/ fears rejection
- Hostile/ verbally abusive/ provocative

### Parental or Care Giver Issues:

- Uses "out of control" discipline
- Is unduly harsh and rigid about childrearing
- Singles out one child as "bad", "evil" or "beyond control"
- Berates, humiliates or belittles child constantly

### Environmental Problems:

- Hazardous Conditions: broken windows or faulty electrical fixtures
- Health risks or unsanitary conditions: presence of rats, feces, no running water or no heat

## WHAT IS MANDATED REPORTING?

In California, Mandated Reporters are individuals who are required by law to report known or suspected child maltreatment

They are primarily people who have contact with children through employment. Mandated Reporters are required, by law, to report any known or suspected child abuse or neglect to their county child welfare department or to local law enforcement:

In a school setting, Mandated Reporters may include: Teachers, Instructional Aides, Administrators, Regular and Assistant Coaches, Social Workers, School Police Officers, or Security Guards.

Any Employee of a public school is a Mandated Reporter!

-California Department of Social Services

## How to Report

Immediately file a formal written, telephone, or in person report to:

- Police or Sheriff(not including a school district dept. or security dept.)
- County probation officer
- County welfare department or Children and Family Services (CFS)

### OPTIONAL:

- file a complaint with the school district/county office of education (they do not investigate)

## IF YOU ARE A:

### PARENT

- may file a report

### MANDATED REPORTER

- must file a report **immediately** or by written report within 36 hours of receiving information.

### AND WHEN:

2 or more people who are required to report have joint knowledge of a known or suspected child abuse, and there is an agreement made among them, a telephone report can be made by one of the agreeing parties.

## WHY REPORT:

### IMMUNITY:

Legally mandated reporters have immunity from criminal and civil liability for reporting as required by the child abuse and neglect reporting law.

### FAILURE TO REPORT:

Failure to report by a mandated reporter may result in 6 months of jail time and/or \$1000 fine.

Potential civil liability for damages and potential loss of teaching license or credentials.

## TRAINING

IF YOU ARE A NEW EMPLOYEE:

Have you received training?

YES

NO

Free online training for mandated reporter or other interested citizens about reporting child abuse or neglect is now available. It is funded by the California Department of Social Services, Office of Child Abuse Prevention at: [www.mandatedreporterca.com](http://www.mandatedreporterca.com)

# **APPENDIX**

**“A-1”**

**SUSPECTED CHILD ABUSE REPORT  
 (“SCAR”)**

**FORM/INSTRUCTIONS**

Print

**SUSPECTED CHILD ABUSE REPORT**

Reset Form

To Be Completed by Mandated Child Abuse Reporters  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

|   |  |           |                          |              |  |   |                       |
|---|--|-----------|--------------------------|--------------|--|---|-----------------------|
| <b>A. REPORTING PARTY</b>                 | NAME OF MANDATED REPORTER  |           | TITLE                    |              | MANDATED REPORTER CATEGORY   |   |                       |
|   | REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS  |           | Street                   | City         | Zip  | DID MANDATED REPORTER WITNESS THE INCIDENT?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |                       |
|   | REPORTER'S TELEPHONE (DAYTIME)<br>( )  | SIGNATURE |                          | TODAY'S DATE |  |   |                       |
| <b>B. REPORT NOTIFICATION</b>             | <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION   |           | AGENCY                   |              |  |   |                       |
|   | <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)  |           |                          |              |  |   |                       |
|   | ADDRESS  |           | Street                   | City         | Zip  | DATE/TIME OF PHONE CALL   |                       |
| <b>C. VICTIM</b><br>One report per victim | NAME (LAST, FIRST, MIDDLE)   |           |                          |              | BIRTHDATE OR APPROX. AGE   | SEX   |                       |
|   | ADDRESS  |           |                          |              | Street   | City  |                       |
|   | PRESENT LOCATION OF VICTIM   |           |                          |              | SCHOOL   | CLASS   |                       |
|   | PHYSICALLY DISABLED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO   |           |                          |              | DEVELOPMENTALLY DISABLED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |   |                       |
|   | OTHER DISABILITY (SPECIFY)   |           |                          |              | PRIMARY LANGUAGE<br>SPOKEN IN HOME   |   |                       |
|   | IN FOSTER CARE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |           |                          |              | IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:<br><input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND<br><input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME |   |                       |
|   | RELATIONSHIP TO SUSPECT  |           |                          |              | PHOTOS TAKEN?<br><input type="checkbox"/> YES <input type="checkbox"/> NO  |   |                       |
|   |  |           |                          |              | DID THE INCIDENT RESULT IN THIS<br>VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK   |   |                       |
|   |  |           |                          |              |  |   |                       |
|   |  |           |                          |              |  |   |                       |
| <b>D. INVOLVED PARTIES</b>                | <b>VICTIM'S SIBLINGS</b>   |           |                          |              |  |   |                       |
|   | 1. NAME  |           | BIRTHDATE                | SEX          | ETHNICITY  |   |                       |
|   | 2. NAME  |           | BIRTHDATE                | SEX          | ETHNICITY  |   |                       |
|   | 3. NAME  |           | BIRTHDATE                | SEX          | ETHNICITY  |   |                       |
|   | 4. NAME  |           | BIRTHDATE                | SEX          | ETHNICITY  |   |                       |
|   | <b>VICTIM'S PARENTS/GUARDIANS</b>  |           |                          |              |  |   |                       |
|   | NAME (LAST, FIRST, MIDDLE)   |           | BIRTHDATE OR APPROX. AGE | SEX          | ETHNICITY  |   |                       |
|   | ADDRESS  |           | Street                   | City         | Zip  | HOME PHONE<br>( )   | BUSINESS PHONE<br>( ) |
|   | NAME (LAST, FIRST, MIDDLE)   |           | BIRTHDATE OR APPROX. AGE | SEX          | ETHNICITY  |   |                       |
|   | ADDRESS  |           | Street                   | City         | Zip  | HOME PHONE<br>( )   | BUSINESS PHONE<br>( ) |
| <b>SUSPECT</b>                            | SUSPECT'S NAME (LAST, FIRST, MIDDLE)   |           | BIRTHDATE OR APPROX. AGE | SEX          | ETHNICITY  |   |                       |
|   | ADDRESS  |           | Street                   | City         | Zip  | TELEPHONE<br>( )  |                       |
|   | OTHER RELEVANT INFORMATION   |           |                          |              |  |   |                       |
| <b>E. INCIDENT INFORMATION</b>            | IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____   |           |                          |              |  |   |                       |
|   | DATE / TIME OF INCIDENT  |           | PLACE OF INCIDENT        |              |  |   |                       |
|   | NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect) |           |                          |              |  |   |                       |

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.legalinfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim or child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard if its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B- REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C- VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D- INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E- INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

#### ETNNICITY CODES

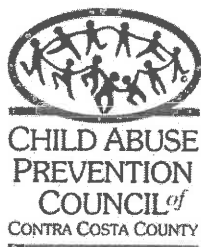
|                   |                    |              |                           |                   |                           |
|-------------------|--------------------|--------------|---------------------------|-------------------|---------------------------|
| 1 Alaskan Native  | 6 Caribbean        | 11 Guamanian | 16 Korean                 | 22 Polynesian     | 27 White-Armenian         |
| 2 American Indian | 7 Central American | 12 Hawaiian  | 17 Laotian                | 23 Samoan         | 28 White-Central American |
| 3 Asian Indian    | 8 Chinese          | 13 Hispanic  | 18 Mexican                | 24 South American | 29 White-European         |
| 4 Black           | 9 Ethiopian        | 14 Hmong     | 19 Other Asian            | 25 Vietnamese     | 30 White-Middle Eastern   |
| 5 Cambodian       | 10 Filipino        | 15 Japanese  | 21 Other Pacific Islander | 26 White          | 31 White-Romania          |

# **APPENDIX**

## **“B”**

### **CHILD ABUSE PREVENTION COUNCIL (CAPC)**

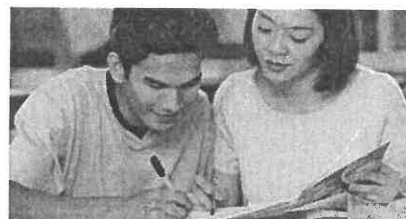
#### **TRAINING INFORMATION**

[Donate](#)[HOME](#) [PROGRAMS](#) [NEWS](#) [ABOUT](#) [EVENTS](#) [CONTACT](#) [D](#)

## Mandated Reporter Training

According to California Penal Code Section 11166.5 the following situations are reportable child abuse and neglect conditions:

- Physical abuse
- Sexual abuse
- Child exploitation, child pornography and child prostitution
- Severe or general neglect
- Extreme corporal punishment resulting in injury
- Willful cruelty or unjustifiable punishment; and/or
- Abuse or neglect in out-of-home care



Any person who works directly with children is a Mandated Reporter and is required by law to report suspected child abuse or neglect. CAPC offers free training to Mandated Reporters throughout Contra Costa County on how to identify and report suspected child abuse. CAPC provides free 60 minute and 90 minute training sessions on mandated reporting responsibilities.

### Mandated Reporter Training Materials

- [Child Abuse Signs and Symptoms](#)
- [Child Abuse Report Form and Instructions](#)
- [Dynamics of Abuse and Neglectful Families](#)
- [Culturally Diverse Childbearing Practices](#)
- [What to Do to Prevent Child Abuse](#)
- [How the Child Welfare System Works](#)
- [Long-Term Consequences of Child Abuse and Neglect](#)
- [California and Contra Costa County Child Abuse and Neglect Statistics](#)
- [California Child Abuse and Neglect Reporting Law](#)

In addition to Mandated Reporter Training, CAPC offers free workshops for the community and parent groups on the identification of suspected child abuse and how to keep kids safe.



# **APPENDIX**

## **“B-1”**

### **DEFINITION OF “REASONABLE SUSPICION”/ WHEN TO REPORT**



**Reasonable Suspicion:** A mandated reporter is like a fire alarm. It is not the fire alarm's job to know for sure there is a fire. It alerts to the possibility of a fire. You do not have to be certain abuse has in fact occurred. Be a detective, not an investigator. Gather clues from these four areas- physical appearance, behavior, knowledge of parents/caretakers and environmental conditions should your job require you visit children's homes.

Pages 10-15 of your booklet: The California Child Abuse and Neglect Reporting Law: Issues and Answers for Mandated Reporters, contains guidelines for determining reasonable suspicion. Listed are open ended questions that are acceptable to ask children for each type of abuse.

**How can a mandated reporter help themselves come to reasonable suspicion?**

1. Document what you start noticing that seems unusual though you don't have reasonable suspicion yet
2. Discuss the situation with your peers
3. Consult with the Children and Family Services Screening Unit at 1-877-881-1116

**Individual responsibility:** Reporting cannot be delegated to someone else and walked away from. A mandated reporter must know for sure a report has been made when they have reasonable suspicion abuse has occurred.

**How can a mandated reporter cover themselves legally when in a group of other mandated reporters and only one report need be phoned in?**

1. Sit in on the phone call to either 911 or Children and Family Services
2. Get the name of the person your colleague spoke to at either the police department or Children and Family Services Screening Unit
3. Ask for a copy of the written report that was sent within 36 hours of the phone call

4. Attach a sheet to the written report listing the names of all mandated reporters present who have reasonable suspicion
5. When in doubt, call the report in yourself. The Screening Unit, due to confidentiality, cannot tell you whether another mandated reporter has made the report on the child you are concerned about. Better two reports than none

**Third Party Reporting:** Is reportable if what you have been told gives you reasonable suspicion abuse has occurred. For example, we know children almost never lie about sexual abuse. If your colleague tells you a child has revealed sexual abuse, you would have reasonable suspicion abuse has occurred and you must make sure a report is made. If, however, your colleague does not like the daily lunch a child brings to school but the child's health does not seem to be suffering from it, you may not come to reasonable suspicion that neglect has occurred.

**When do you call Children and Family services and when do you call the police?**

**In general:**

1. When abuse occurs at the hands of someone who is not a parent/caretaker for the child, the abuse should be reported to the police
2. In an emergency, for example, you come to reasonable suspicion at the end of the school day, call the police. They will arrive faster
3. If you suspect a child is home alone in danger, call the police for health and safety check
4. In all other cases, it is more appropriate to call Children and Family Services

In either case, send the written report to whomever you called within 36 hours as that agency will be expecting it.

The police and Children and Family Services cross report to each other except in cases of general neglect and positive infant toxicology. Regardless of the circumstances, either the police or Children and Family Services must take your report if you insist ( PC 11166 (j) (K) ).



[www.capc-coco.org](http://www.capc-coco.org)

### Suspected Abuse Reports

The toll free number for reporting child abuse to Children and Family Services in Contra Costa County is:

**1-877-881-1116**

Or in an emergency call the police at 911.

The report form can be obtained at the following web address:

[www.oag.ca.gov/childabuse](http://www.oag.ca.gov/childabuse)

Click forms on the right hand side of your screen.

Scroll down and click Form SS8572, pdf.

The Instructions link is directly below.

Fill out the form on your computer then print out, or print out a blank form and hand write in the information.

You must fax or mail the completed form to the agency you reported to, either Children and Family Services, or the Police, within 36 hours.

You cannot submit the form electronically at this time.

# **APPENDIX**

## **“B-2”**

**INFORMATION TO KNOW  
IF A SOCIAL WORKER  
COMES TO YOUR SCHOOL**

5

*Important information to know if  
a Social Worker comes to your school:*

Penal Code 11174.3.

(a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

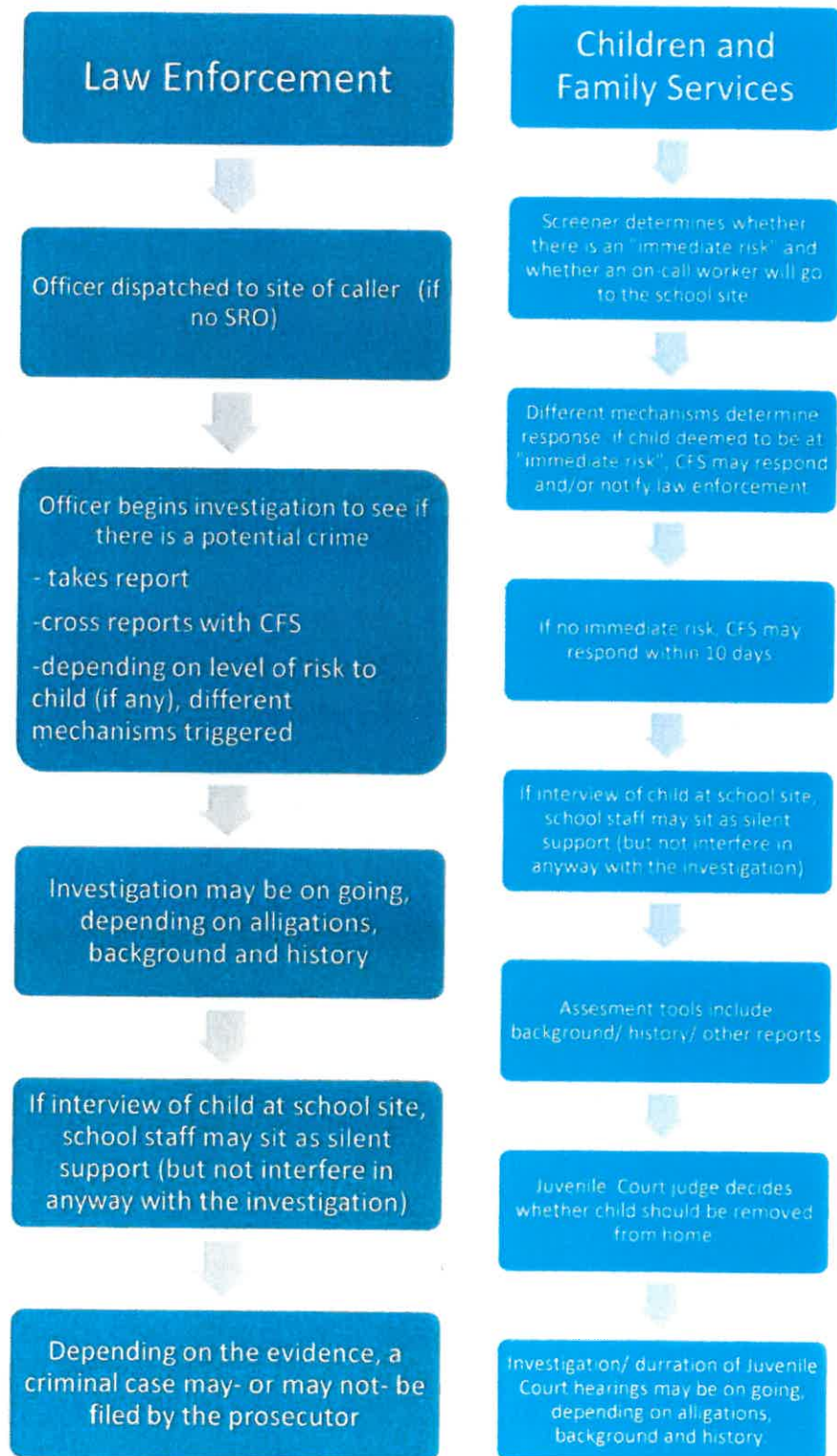
(b) The Superintendent of Public Instruction shall notify each school district and each agency specified in Section 11165.9 to receive mandated reports, and the State Department of Social Services shall notify each of its employees who participate in the investigation of reports of child abuse or neglect, of the requirements of this section.

# **APPENDIX**

**“C”**

**WHAT HAPPENS AFTER  
A REPORT IS MADE  
(FLOWCHART)**

## WHAT HAPPENS AFTER A REPORT IS MADE TO:





# **APPENDIX**

**“D”**

**KEENAN SAFE SCHOOLS  
ONLINE TRAINING MODULE**

## Abuse Prevention Center

Keenan is proud to take a leadership position on this very sensitive and important issue. By providing access to free Best Practice and Training Resources, we hope to help schools create a safe learning environment for children to thrive and prosper.

[Home](#) / [Schools & Colleges](#) / [Property & Liability](#) / Abuse Prevention Center

## Welcome to the Abuse Prevention Center

### Are you in compliance with Mandated Reporting?

AB 1432 requires you to train all employees on detecting and reporting child abuse within the first 6 weeks of the start of the school year.

Keenan can help your district:

- Manage, track and document training compliance and certifications
- Train all staff and substitutes within 6 weeks of employment
- Train all staff annually, including substitutes and volunteers

Call your Keenan representative or complete our [online form](#) for more information.

### Online Training

*Assign training courses to your staff and track their progress through Keenan SafeSchools. The free courses include:*

- KSS Mandated Reporter: Child Abuse and Neglect Course
- Sexual Misconduct: Staff to Student
- Online Predators
- Boundary Invasion
- Diversity Awareness: Staff to Student
- [View the complete list with course descriptions](#)

Access Training

## Awareness & Reporting

### *Where do we start?*

1. Download our Reporting Poster ([English](#), [Spanish](#), [Arabic](#), [Korean](#), [Vietnamese](#)), add your local phone and fax numbers, print and hang it where appropriate. Be sure to enter your [local reporting phone numbers](#) on the poster.
2. Download our “Child Abuse Epidemic” flyer ([English](#), [Spanish](#), [Arabic](#), [Korean](#), [Vietnamese](#)), and customize with your District’s information. Print out the flyer and provide to all your staff. The flyer provides information on how to report and recognize abuse.
3. Mandated Reporter 10 things you need to know [flyer](#).
4. Fill out the [Suspected Child Abuse Report Form](#), instructions can be [found here](#).
5. [Report Incidents to law enforcement by phone](#). Telephone numbers for each county’s emergency response for child abuse reporting.
6. [Frequently Asked Questions](#) about the reporting laws and procedures.
7. Review our suggested [Best Practices](#) which give you a broad overview of preventative measures and policies to put in place regarding reporting and communication.
8. View [Penal Codes for Child Abuse Mandated Reporter](#).

Ask a Question

## Additional Resources

### [CDC Adverse Childhood Experiences \(ACEs\) Resource Center](#)

Child abuse and neglect are forms of Adverse Childhood Experiences (ACEs)—traumatic events that impact lifelong health and opportunity. The good news is ACEs are preventable, not inevitable. New resources at CDC.gov will help your community better understand ACEs, their health impact, and strategies for prevention. [Child Abuse or Neglect Identification and Reporting Guidelines](#)

Information for school personnel and those who work in our children’s schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities.

### [Child Abuse Reporting Procedures for Parents and Guardians \(English\)](#)

### [Available Translations of Child Abuse Reporting Procedures for Parents and Guardians](#)

Information to assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement.

### **[Reporting Form for LEAs Who Use Alternative Training For Mandatory Reporting](#)**

California *Education Code* Section 44691 (c) requires that school districts, county offices of education, state special schools and diagnostic centers operated by the CDE, and charter schools that do not use the online training module provided by the CDSS shall report to the CDE the training being used in its place.

### **[Reporting Tip Sheet](#)**

Worksheet describing California Mandated Reporting, laws, what must be reported, and how to file a report alleging child abuse or neglect.

### **[Sample Board Resolution](#)**

### **[US Department of Health and Human Services, Preventing Child Abuse and Neglect](#)**

Resources on child abuse prevention, protecting children from risk of abuse, and strengthening families. Includes information on supporting families, protective factors, public awareness, community activities, positive parenting, and prevention programs.



Keenan was honored with the **[Peace Over Violence 2013 Humanitarian Award](#)** for their dedication to the safety of children.



Keenan SafeSchools Online Training Tool was given the **[2013 Business Insurance Innovation Award](#)**.

Copyright © 2016 Keenan & Associates • CA Insurance License No. 0451271

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# **APPENDIX**

## **“E”**

**CALIFORNIA DEPT. OF SOCIAL SERVICES**  
**ONLINE TRAINING MODULE**

## Child Abuse Mandated Reporter Training California



- [Home](#)
- [About the Project](#)
- [Who Should Report](#)
- [Online Training](#)
- [FAQs](#)
- [Resources](#)
- [In-Person Training](#)
- [E-mail List](#)

### Welcome to the Child Abuse Mandated Reporter Training - California

The Child Abuse Mandated Reporter Training Project is funded by the California Department of Social Services (CDSS), Office of Child Abuse Prevention (OCAP) and has been modified by the Chadwick Center for Children and Families at Rady Children's Hospital - San Diego. The goal of this project is to have free training available for mandated child abuse reporters so they may carry out their responsibilities properly. For information regarding the content of the training modules, click [here](#) to see which training modules are available now.

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#### **AB 1432 – California Educator: Mandated Reporter Training Update**

The Child Abuse Mandated Reporter Training California website team worked with the California Department of Social Services and the California Department of Education to develop a new online training for educators. The new Mandated Reporter Training for Educators will satisfy the requirements of AB 1432. This is a stand alone training that does not require the General Training to be taken first.

**The new Educators Training is Available Now. Click here to access the new training**

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#### **Updates and Vital Resources**

- [General Training](#) - Updated
- [Social Worker/Mental Health Professionals](#)
- [In-Person Training Information](#)
- [Publication 132 - Issues and Answers for Mandated Reporters](#)
- [Español Entrenamiento Profesionistas Obligados a Reportar Abuso Infantil](#) - New
- [Español Entrenamiento General](#) - Updated

- [Clergy Training](#) - Updated
- [Child Care Workers](#) - Updated
- [Medical Professionals \(Previously Nurses Training\)](#) - Updated
- [Law Enforcement Training](#) - Updated
- [Educators Training](#) - Updated
- [One Page Reporting Tip Sheet](#)



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[Resources](#) | [Contact Us](#) | [In-Person Training](#) | [Site Map](#) | [Join E-mail List](#)

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# **APPENDIX**

## **“F”**

### **RECOGNIZING THE SIGNS AND SYMPTOMS OF CHILD ABUSE AND NEGLECT**



July 2013

Disponible en español  
[https://www.childwelfare.gov/  
pubs/factsheets/ques.cfm](https://www.childwelfare.gov/pubs/factsheets/ques.cfm)

# What Is Child Abuse and Neglect? Recognizing the Signs and Symptoms



The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not mean that child maltreatment is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination. This factsheet is intended to help you better understand the legal definition of child abuse and neglect, learn about the different types

## What's Inside:

- How is child abuse and neglect defined in Federal law?
- What are the major types of child abuse and neglect?
- Recognizing signs of abuse and neglect
- Resources



Use your smartphone to  
access this factsheet online.



**Child Welfare Information Gateway**  
Children's Bureau/ACYF/ACF/HHS  
1250 Maryland Avenue, SW  
Eighth Floor  
Washington, DC 20024  
800.394.3366  
Email: [info@childwelfare.gov](mailto:info@childwelfare.gov)  
<https://www.childwelfare.gov>

of abuse and neglect, and recognize the signs and symptoms of abuse and neglect. Resources about the impact of trauma on well-being also are included in this factsheet.

## How Is Child Abuse and Neglect Defined in Federal Law?

Federal legislation lays the groundwork for State laws on child maltreatment by identifying a minimum set of acts or behaviors that define child abuse and neglect. The Federal Child Abuse Prevention and Treatment Act (CAPTA), (42 U.S.C.A. §5106g), as amended and reauthorized by the CAPTA Reauthorization Act of 2010, defines child abuse and neglect as, at minimum:

*"Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm."*

Most Federal and State child protection laws primarily refer to cases of harm to a child caused by parents or other caregivers; they generally do not include harm caused by other people, such as acquaintances or strangers. Some State laws also include a child's witnessing of domestic violence as a form of abuse or neglect.

### CHILD ABUSE AND NEGLECT STATISTICS

- **Child Maltreatment**

This report summarizes annual child abuse statistics submitted by States to the National Child Abuse and Neglect Data System (NCANDS). It includes information about child maltreatment reports, victims, fatalities, perpetrators, services, and additional research:

<http://www.acf.hhs.gov/programs/cb/research-data-technology/statistics-research/child-maltreatment>

- **Child Welfare Outcomes Report Data**

This website provides information on the performance of States in seven outcome categories related to the safety, permanency, and well-being of children involved in the child welfare system. Data, which are made available on the website prior to the release of the annual report, include the number of child victims of maltreatment:

<http://cwoutcomes.acf.hhs.gov/data/overview>

## What Are the Major Types of Child Abuse and Neglect?

Within the minimum standards set by CAPTA, each State is responsible for providing its own definitions of child abuse and neglect. Most States recognize the four major types of maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse. Signs and symptoms for each type of maltreatment are listed below. Additionally, many States identify abandonment and parental substance abuse as abuse or neglect. While these types of maltreatment may be found separately, they often occur in combination. For State-specific laws pertaining to child abuse and neglect, see Child Welfare Information Gateway's State Statutes Search page:

[https://www.childwelfare.gov/systemwide/laws\\_policies/state/](https://www.childwelfare.gov/systemwide/laws_policies/state/)

Information Gateway's *Definitions of Child Abuse and Neglect* provides civil definitions that determine the grounds for intervention by State child protective agencies:

[https://www.childwelfare.gov/systemwide/laws\\_policies/statutes/define.pdf](https://www.childwelfare.gov/systemwide/laws_policies/statutes/define.pdf)

**Physical abuse** is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person who

has responsibility for the child.<sup>1</sup> Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

**Neglect** is the failure of a parent, guardian, or other caregiver to provide for a child's basic needs. Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision)
- Medical (e.g., failure to provide necessary medical or mental health treatment)<sup>2</sup>
- Educational (e.g., failure to educate a child or attend to special education needs)
- Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs)

Sometimes cultural values, the standards of care in the community, and poverty may contribute to maltreatment, indicating

<sup>1</sup> Nonaccidental injury that is inflicted by someone other than a parent, guardian, relative, or other caregiver (i.e., a stranger), is considered a criminal act that is not addressed by child protective services.

<sup>2</sup> *Withholding of medically indicated treatment* is a specific form of medical neglect that is defined by CAPTA as "the failure to respond to the infant's life-threatening conditions by providing treatment (including appropriate nutrition, hydration, and medication) which, in the treating physician's or physicians' reasonable medical judgment, will be most likely to be effective in ameliorating or correcting all such conditions..." CAPTA does note a few exceptions, including infants who are "chronically and irreversibly comatose"; situations when providing treatment would not save the infant's life but merely prolong dying; or when "the provision of such treatment would be virtually futile in terms of the survival of the infant and the treatment itself under such circumstances would be inhumane."

the family is in need of information or assistance. When a family fails to use information and resources, and the child's health or safety is at risk, then child welfare intervention may be required. In addition, many States provide an exception to the definition of neglect for parents who choose not to seek medical care for their children due to religious beliefs.<sup>3</sup>

**Sexual abuse** includes activities by a parent or caregiver such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

Sexual abuse is defined by CAPTA as "the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children."

**Emotional abuse** (or psychological abuse) is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance. Emotional abuse is often difficult to prove, and therefore, child protective services may not be able to intervene without evidence of harm or

<sup>3</sup> The CAPTA amendments of 1996 (42 U.S.C.A. § 5106i) added new provisions specifying that nothing in the act be construed as establishing a Federal requirement that a parent or legal guardian provide any medical service or treatment that is against the religious beliefs of the parent or legal guardian.

mental injury to the child. Emotional abuse is almost always present when other types of maltreatment are identified.

**Abandonment** is now defined in many States as a form of neglect. In general, a child is considered to be abandoned when the parent's identity or whereabouts are unknown, the child has been left alone in circumstances where the child suffers serious harm, or the parent has failed to maintain contact with the child or provide reasonable support for a specified period of time. Some States have enacted laws—often called safe haven laws—that provide safe places for parents to relinquish newborn infants. Child Welfare Information Gateway produced a publication as part of its State Statute series that summarizes such State laws. *Infant Safe Haven Laws* is available on the Information Gateway website:

[https://www.childwelfare.gov/systemwide/laws\\_policies/statutes/safehaven.cfm](https://www.childwelfare.gov/systemwide/laws_policies/statutes/safehaven.cfm)

**Substance abuse** is an element of the definition of child abuse or neglect in many States. Circumstances that are considered abuse or neglect in some States include the following:

- Prenatal exposure of a child to harm due to the mother's use of an illegal drug or other substance
- Manufacture of methamphetamine in the presence of a child
- Selling, distributing, or giving illegal drugs or alcohol to a child
- Use of a controlled substance by a caregiver that impairs the caregiver's ability to adequately care for the child



For more information about this issue, see Child Welfare Information Gateway's *Parental Drug Use as Child Abuse* at [https://www.childwelfare.gov/systemwide/laws\\_policies/statutes/drugexposed.cfm](https://www.childwelfare.gov/systemwide/laws_policies/statutes/drugexposed.cfm)

## Recognizing Signs of Abuse and Neglect

In addition to working to prevent a child from experiencing abuse or neglect, it is important to recognize high-risk situations and the signs and symptoms of maltreatment. If you do suspect a child is being harmed, reporting your suspicions may protect him or her and get help for the family. Any concerned person can report suspicions of child abuse or neglect. Reporting your concerns is not making an accusation; rather, it is a request for an investigation and assessment to determine if help is needed.

Some people (typically certain types of professionals, such as teachers or physicians) are required by State law to make a report of child maltreatment under specific circumstances—these are called mandatory reporters. Some States require all adults to report suspicions of child abuse or neglect. Child Welfare Information Gateway's publication *Mandatory Reporters of Child Abuse and Neglect* discusses the laws that designate groups of professionals as mandatory reporters: [https://www.childwelfare.gov/systemwide/laws\\_policies/statutes/manda.cfm](https://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm)

For information about where and how to file a report, contact your local child protective services agency or police department.

Childhelp National Child Abuse Hotline (800.4.A.CHILD) and its website offer crisis intervention, information, resources, and referrals to support services and provide assistance in 170 languages: <http://www.childhelp.org/pages/hotline-home>

For information on what happens when suspected abuse or neglect is reported, read Information Gateway's *How the Child Welfare System Works*: <https://www.childwelfare.gov/pubs/factsheets/cpswork.pdf>

Some children may directly disclose that they have experienced abuse or neglect. The factsheet *How to Handle Child Abuse Disclosures*, produced by the "Childhelp Speak Up Be Safe" child abuse prevention campaign, offers tips. The factsheet defines direct and indirect disclosure, as well as tips for supporting the child: <http://www.speakupbesafe.org/parents/disclosures-for-parents.pdf>

The following signs may signal the presence of child abuse or neglect.

### The Child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Lacks adult supervision

- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home
- Is reluctant to be around a particular person
- Discloses maltreatment

**The Parent:**

- Denies the existence of—or blames the child for—the child’s problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of the parent’s emotional needs
- Shows little concern for the child

**The Parent and Child:**

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

The above list may not be *all* the signs of abuse or neglect. It is important to pay attention to other behaviors that may seem unusual or concerning. In addition to these signs and symptoms, Child Welfare Information Gateway provides information on the risk factors and perpetrators of child abuse and neglect fatalities: [https://www.childwelfare.gov/can/risk\\_perpetrators.cfm](https://www.childwelfare.gov/can/risk_perpetrators.cfm)

## Signs of Physical Abuse

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver
- Abuses animals or pets

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, or no explanation for the child’s injury, or provides an explanation that is not consistent with the injury
- Describes the child as “evil” or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child
- Has a history of abusing animals or pets

## Signs of Neglect

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money

- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the **parent or other adult caregiver:**

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

### Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child:**

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Attaches very quickly to strangers or new adults in their environment

Consider the possibility of sexual abuse when the **parent or other adult caregiver:**

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

### Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the **child:**

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver:**

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

## THE IMPACT OF CHILDHOOD TRAUMA ON WELL-BEING

Child abuse and neglect can have lifelong implications for victims, including on their well-being. While the physical wounds heal, there are several long-term consequences of experiencing the trauma of abuse or neglect. A child or youth's ability to cope and even thrive after trauma is called "resilience," and with help, many of these children can work through and overcome their past experiences.

Children who are maltreated often are at risk of experiencing cognitive delays and emotional difficulties, among other issues. Childhood trauma also negatively affects nervous system and immune system development, putting children who have been maltreated at a higher risk for health problems as adults. For more information on the lasting effects of child abuse and neglect, read Child Welfare Information Gateway's factsheet *Long-Term Consequences of Child Abuse and Neglect*: [https://www.childwelfare.gov/pubs/factsheets/long\\_term\\_consequences.cfm](https://www.childwelfare.gov/pubs/factsheets/long_term_consequences.cfm)

The National Child Traumatic Stress Network's webpage *What Is Child Traumatic Stress* offers definitions, materials on understanding child traumatic stress, and several Q&A documents: <http://www.nctsn.org/resources/audiences/parents-caregivers/what-is-cts>

The Monique Burr Foundation for Children's brief *Speak Up Be Safe: The Impact of Child Abuse and Neglect* explains the immediate and long-term consequences of child abuse and neglect to child, family, school, and community well-being: [http://www.moniqueburrfoundation.org/SUBS/Resources/Impact\\_of\\_Abuse\\_and\\_Neglect.pdf](http://www.moniqueburrfoundation.org/SUBS/Resources/Impact_of_Abuse_and_Neglect.pdf)

The National Council for Adoption's article "Supporting Maltreated Children: Countering the Effects of Neglect and Abuse" explains several issues common to children that have experienced abuse or neglect and offers suggestions for parents and caregivers on talking with children and helping them overcome past traumas: [https://www.adoptioncouncil.org/images/stories/documents/NCFA\\_ADOPTION\\_ADVOCATE\\_NO48.pdf](https://www.adoptioncouncil.org/images/stories/documents/NCFA_ADOPTION_ADVOCATE_NO48.pdf)

ZERO TO THREE produced *Building Resilience: The Power to Cope With Adversity*, which presents tips and strategies for helping families and children build resilience after trauma: <http://www.zerotothree.org/maltreatment/31-1-prac-tips-beardslee.pdf>



## Resources

Child Welfare Information Gateway's web section on child abuse and neglect provides information on identifying abuse, statistics, risk and protective factors, and more:

<https://www.childwelfare.gov/can/>

The Information Gateway Reporting Child Abuse and Neglect webpage provides information about mandatory reporting and how to report suspected abuse:

<https://www.childwelfare.gov/responding/reporting.cfm>

The National Child Abuse Prevention Month web section provides tip sheets for parents and caregivers, available in English and Spanish, that focus on concrete strategies for taking care of children and strengthening families:

<https://www.childwelfare.gov/preventing/preventionmonth/tipsheets.cfm>

Information Gateway also has produced a number of publications about child abuse and neglect:

- *Child Maltreatment: Past, Present, and Future:*  
[https://www.childwelfare.gov/pubs/issue\\_briefs/cm\\_prevention.pdf](https://www.childwelfare.gov/pubs/issue_briefs/cm_prevention.pdf)
- *Long-Term Consequences of Child Abuse and Neglect:*  
[https://www.childwelfare.gov/pubs/factsheets/long\\_term\\_consequences.pdf](https://www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf)
- *Preventing Child Abuse and Neglect:*  
<https://www.childwelfare.gov/pubs/factsheets/preventingcan.pdf>
- *Understanding the Effects of Maltreatment on Brain Development:*  
[https://www.childwelfare.gov/pubs/issue\\_briefs/brain\\_development/brain\\_development.pdf](https://www.childwelfare.gov/pubs/issue_briefs/brain_development/brain_development.pdf)

**The Centers for Disease Control and Prevention (CDC)** produced *Understanding Child Maltreatment*, which defines the many types of maltreatment and the CDC's approach to prevention, in addition to providing additional resources:

[http://www.cdc.gov/violenceprevention/pdf/cm\\_factsheet2012-a.pdf](http://www.cdc.gov/violenceprevention/pdf/cm_factsheet2012-a.pdf)

**Prevent Child Abuse America** is a national organization dedicated to providing information on child maltreatment and its prevention:

<http://www.preventchildabuse.org/index.shtml>

**The National Child Traumatic Stress Network** strives to raise the standard of care and improve access to services for traumatized children, their families, and communities:

<http://www.nctsn.org/>

**Stand for Children** advocates for improvements to, and funding for, programs that give every child a fair chance in life: <http://stand.org/>

A list of organizations focused on child maltreatment prevention is available in Information Gateway's National Child Abuse Prevention Partner Organizations page:  
[https://www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=21&rate\\_chno=19-00044](https://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=21&rate_chno=19-00044)

### **Acknowledgment:**

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U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration on Children, Youth and Families  
Children's Bureau



# **APPENDIX**

**“G”**

**2013-2014 CONTRA COSTA COUNTY**

**GRAND JURY REPORT NO. 1402**

**A REPORT BY  
THE 2013-2014 CONTRA COSTA COUNTY GRAND JURY  
725 Court Street  
Martinez, California 94553**

**Report 1402**

**TRAINING SCHOOL DISTRICT  
EMPLOYEES IN REPORTING CHILD  
ABUSE**

**ARE SCHOOL DISTRICTS IN THE COUNTY FAILING THE TEST?**

APPROVED BY THE GRAND JURY:

Date: March 6, 2014

Stephen D. Conlin  
STEPHEN D. CONLIN  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: March 12, 2014

John T. Laettner  
JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Stephen D. Conlin  
Foreperson  
925-957-5638

Contra Costa County Grand Jury Report 1402

**Training School District Employees in Reporting Child Abuse**

*Are School Districts in the County Failing the Test?*

TO: Each School District, County Office of Education and Contra Costa Community College District

**SUMMARY**

The explosion of cases against school districts in the County alleging child abuse, and the accompanying payouts of millions of dollars to settle those cases, has revealed a disturbing fact: most districts have failed for years to adequately train their employees about their legal obligations to recognize and report suspected, or known, instances of child abuse. Some districts have now made a good, but belated, start to put in place training programs. However, it is essential that all districts immediately establish and implement training programs that educate all school employees, and volunteers who interact with children; that such training be conducted on an annual basis; and that all districts have a system in place to verify that each employee has completed the training program.

**METHODOLOGY**

1. Review of California Penal Code sections mandating reporting of child abuse;
2. Review of Publications by the State Office of Child Abuse Prevention, Greater Bay Area Child Abuse Prevention Council Coalition and Child Abuse Prevention Council of Contra Costa County;
3. Detailed survey of each school district, office of education and community college district regarding their policies, procedures and practices in the training of employees to report suspected child abuse;
4. Interviews of child abuse prevention experts.
5. Interview of school district personnel in charge of "mandated reporter" training.

**BACKGROUND**

The first child abuse reporting law was enacted in California in 1963. Fifty years later, communities within the County are still confronting instances of suspected or known child abuse in schools that have gone unreported by those who had both the legal and moral responsibility to

report the abuse. The failure to report suspected abuse of children by school personnel who are required to recognize and report such abuse arises from a fundamental lack of training. Recent examples are now well documented and publicized.

### 1. The Problem

In 2013, the Moraga School District settled two lawsuits brought by former students who claimed they were sexually abused by a District teacher over several years in the 1990's. The students claimed that District employees, including a former principal and a superintendent, became aware of the abuse, but failed to report the same.

During the legal proceedings, the District argued that the lawsuits should be dismissed because the alleged abuse had occurred in the 1990's and were, therefore, barred by the statute of limitations. Attorneys for the former students countered this argument, in part, by showing that the "clock" on the statute of limitations did not start to run until a reporter for the Contra Costa Times uncovered evidence that the District administrators had known about the alleged abuse years earlier and failed to report it. As one of the attorneys explained:

"Effectively, the District is asking for a get out of jail free card. They're saying they did such a good job concealing what they knew that [the students'] claim should be time-barred."

The District eventually settled the lawsuits for more than **4.5 million dollars**. Other lawsuits alleging similar failures to report abuse are pending against that District.

Moraga is not the only school district settling claims that arose from the failure to report suspected child abuse. In December 2013, the Antioch School District agreed to pay **8 million dollars** to settle a federal lawsuit brought by the families of eight students. The suit alleged that the students had been abused by a teacher and that the abuse was known to administrators in the District who failed to report it. Following the settlement, an attorney for the former students stated:

"It's a matter of training. If you have training and a culture in a school where it's OK to tell, you can stop this.... You can stop this from happening right away if you do your job."

And, as recently as January 2014, the Brentwood Union School District agreed to pay **8 million dollars** to settle a lawsuit over its handling of child abuse claims alleged against a special-education teacher who was allowed to remain in the classroom. Following the lawsuits, the District engaged the Child Abuse Prevention Council of Contra Costa County to provide ongoing in-person training for all employees, except substitute teachers. Previously, the District simply required new hires in the District to sign an acknowledgement that the law mandated them to report suspected or known child abuse and principals would remind their staff of the same at the start of each school year.

Claims are currently pending on behalf of seven students against the Mt. Diablo School District alleging that they were abused by a popular teacher. These former students claim that school administrators failed to contact police despite an internal District report in 2006 that identified

potential child abuse by the teacher. The District even allowed the teacher to continue teaching until April 2013, just before his arrest on molestation charges.

An attorney for the District also initially refused to turn over the full internal report to a detective from the Concord Police Department who was investigating the abuse claims. The detective had to explain to the attorney that the School District was required by law to provide a complete report of suspected child abuse. The detective wrote in her report:

"I told [the attorney for the District] as a mandatory reporter, the School District has a legal obligation to provide the police department with the names of any potential victims."

Only then did the District provide the police with a copy of the complete report.

These are some examples of what appears to be a lack of training of school personnel in their legal obligations to identify and report known or suspected child abuse. Evidence uncovered by the Grand Jury, as well as other investigations, have revealed that school districts within the County have "scrambled" in the last two years to create training programs where none previously existed and to correct inadequacies in the programs that were used to train school personnel in abuse reporting. Nevertheless, many programs still have deficiencies and there is a lack of uniformity in programs throughout the County.

## 2. The Law

The California Child Abuse and Neglect Reporting Law is set forth in Penal Code sections 11165 – 111743.3. Since its enactment in 1963, the law has been amended on several occasions, expanding both the definition of "abuse" and the persons – known as "mandated reporters" – who are required to report suspected instances of child abuse. The law defines the obligations in detail, including:

1. **What** is child abuse (Penal Code section 11165.6 [all references are to the Penal Code]);
2. **What** must be reported (P.C. section 11166);
3. **Who** is a mandated reporter (P.C. section 11165.7);
4. **When** the suspected abuse should be reported (P.C. section 11166)
5. **To Whom** the suspected abuse should be reported (P.C. section 11166);
6. **Safeguards** for persons making the mandated reports (P.C. section 11172)
7. **Liabilities** for failure to make a required report (P.C. section 11166.01); and
8. **Responsibilities** of the agency employing the mandated reporter (P.C. section 11166.1).

The law makes it clear that "mandated reporters" in schools are not limited to teachers, but

encompass virtually every employee within the school district who has any contact with children, including custodians, teacher aides and administrators. A report of suspected child abuse must be made immediately, or as soon as practical, to legal authorities by phone and then followed up by a written report within 36 hours. Failure to do so, subjects the mandated reporter to criminal liability. Moreover, the obligation to make the report cannot be satisfied by merely telling a supervisor, colleague or principal – an apparent misconception in many of the cases where child abuse was alleged.

The law does not specifically **require** that a school district provide training to mandated reporters in their obligations to report known or suspected child abuse. However, the statute states that:

“Employers are **strongly encouraged** to provide their employees who are mandated reporters with training in the duties imposed by this article.” (P.C. section 11165.7(c)) (emphasis added).

Moreover, the statute also provides:

“School districts that do not train their employees . . . in the duties of the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.” (P.C. section 11165.7(d)).

These statutory provisions, coupled with recommendations by child abuse experts and state publications on child abuse, lead to the inescapable conclusion that school districts in the County should adopt and implement adequate programs to train employees in their obligations to recognize and report known or suspected instances of child abuse.

### 3. The Training

#### a. Mandated Reporters

Until recently, the training of school district employees in the County about their obligations to report suspected child abuse has often been cursory, haphazard and sporadic, and in some districts, non-existent. The explosion of child abuse lawsuits in the last couple of years finally drove most districts to reevaluate their programs and change them, some in radical ways, although the results are hardly uniform within the County. The following examples are by no means an analysis of the inadequacies of training in each district.

The Contra Costa Community College District has no training program despite the presence of more than 1500 minors enrolled in the District, and many more in the District’s summer programs and child care centers. The Pittsburg School District had no formal training program for all employees until the 2013 – 2014 school year when its Human Resources department was finally directed to create one. Training of all employees was only adopted by many other districts in the last two years, including Liberty Union, Oakley and Mt. Diablo.

The scramble to revise and create training programs has resulted in a hodgepodge of programs



among the school districts within the County. Some districts have gone to on-line training; some now use live presentations; and some use a combination of both. The Child Abuse Prevention Council of Contra Costa County (CAPC) has been retained by an increasing number of districts to provide reporter training to their employees. CAPC provides live training by qualified instructors at school sites. The training lasts approximately one to one and a half hours and includes sample scenarios, as well as a "give and take" discussion with the training participants. Moreover, the training is provided at no cost to the district.

The evidence clearly suggests that school districts within the County should be encouraged to adopt a uniform training program in order to ensure adequate and comprehensive education of school personnel in reporting suspected child abuse. A review of the Penal Code provisions, as well as publications by the State Office of Child Abuse, the Greater Bay Area Child Abuse Prevention Council Coalition and interviews with the CAPC indicate that an effective and comprehensive training program should be mandatory for all district employees, from custodians to superintendents. The programs should be given annually and, at a minimum, include the following topics:

1. Who are "mandated reporters";
2. What is "reasonable suspicion" of child abuse;
3. How and when should a report be made;
4. What safeguards are in place to protect mandated reporters;
5. What are the ramifications of making a suspected child abuse report.

In addition, each district should establish a procedure for verifying that all employees have successfully completed the training program.

#### **b. Volunteers**

The training of "volunteers" in school districts with respect to reporting child abuse is complicated, but needs serious consideration by the districts. "Volunteers", even those who have direct contact with and supervise children, are specifically excluded from the definition of "mandated reporters" under the Penal Code (P.C. section 11165.7(b).) However, the statute also provides that such volunteers are:

"...encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instance of child abuse or neglect ..."

There have been well-documented instances of child abuse by "volunteers" in school districts, particularly by coaches or assistant coaches of various sports. Given the level of, and potential for abuse, as well as the admonition of the statute that encourages training of volunteers, serious consideration should be given by each district to include "volunteers" in its abuse training program.

Training programs alone cannot prevent all instances of child abuse. And there might be some districts that balk at the time required for each employee to take a one to one and a half hour training program every year. However, if an effective and comprehensive training program prevents only one child from being abused, one family from having to endure the hardships of an abused child, one district from having to pay millions of dollars to settle a child abuse lawsuit, then there is no reason for any district to resist implementing the training.

## **FINDINGS**

1. Lawsuits have been filed against school districts in the County, alleging failures of school personnel to report child abuse, and millions of dollars have been paid to settle some of the lawsuits.
2. The law strongly encourages school districts to train school employees in their obligations to identify and report known or suspected child abuse and any district which does not provide such training must report the reasons to the State Board of Education. (Penal Code section 11165.7 (c) and (d).)
3. Training in child abuse reporting obligations should be given to every employee of school districts in the County on an annual basis.
4. Training in child abuse reporting obligations should include:
  - a. Who are "mandated reporters";
  - b. What is "reasonable suspicion" of child abuse;
  - c. How and when a report should be made;
  - d. What safeguards are in place to protect mandated reporters;
  - e. What are the ramifications of making a suspected child abuse report.
5. While "volunteers" who have direct contact or supervise children are excluded as "mandated reporters" under the Penal Code, the law "encourages" such volunteers to obtain training in the identification and reporting of known or suspected child abuse.
6. School districts should establish a procedure to verify that each employee has successfully completed the child abuse training program.
7. The Child Abuse Prevention Council of Contra Costa County provides training services about abuse reporting at no cost to school districts in the County.

## **RECOMMENDATIONS**

1. Each district should evaluate its program currently in place to train its employees in their obligations to identify and report suspected cases of child abuse.
2. Each district should adopt a program that provides training on an annual basis to all

- employees of the district about their obligations to report known or suspected child abuse.
3. The training program in child abuse reporting obligations should include:
    - a. Who are "mandated reporters";
    - b. What is "reasonable suspicion" of child abuse;
    - c. How and when a report should be made;
    - d. What safeguards are in place to protect mandated reporters;
    - e. What are the ramifications of making a report about known and/or suspected child abuse.
  4. Each district should establish a procedure for verifying that each employee has successfully completed the training program each year.
  5. Each district should consider including all "volunteers" who have direct contact with and/or supervise children in their abuse reporting training programs.
  6. Each district should consider retaining the Child Abuse Prevention Council of Contra Costa County to provide training services about child abuse reporting at no cost to the district.

## REQUIRED RESPONSES

|  | <u>Findings</u> | <u>Recommendations</u> |
|--|-----------------|------------------------|
| Acalanes Union High School District            | 1-7             | 1-6                    |
| Antioch Unified School District                | 1-7             | 1-6                    |
| Brentwood Union Elementary School District     | 1-7             | 1-6                    |
| Byron Union Elementary School District         | 1-7             | 1-6                    |
| Canyon School District                         | 1-7             | 1-6                    |
| Contra Costa County Office of Education        | 1-7             | 1-6                    |
| Contra Costa County Community College District | 1-7             | 1-6                    |
| John Swett Unified School District             | 1-7             | 1-6                    |
| Knightesen Elementary School District          | 1-7             | 1-6                    |

|  |     |     |
|--|-----|-----|
| Lafayette Elementary School District             | 1-7 | 1-6 |
| Liberty Union High School District               | 1-7 | 1-6 |
| Martinez Unified School District                 | 1-7 | 1-6 |
| Moraga Elementary School District                | 1-7 | 1-6 |
| Mt. Diablo School District                       | 1-7 | 1-6 |
| Oakley Union Elementary School District          | 1-7 | 1-6 |
| Orinda Union Elementary School District          | 1-7 | 1-6 |
| Pittsburg Unified School District                | 1-7 | 1-6 |
| San Ramon Valley Unified School District         | 1-7 | 1-6 |
| Walnut Creek Elementary School District          | 1-7 | 1-6 |
| West Contra Costa County Unified School District | 1-7 | 1-6 |