

Mandatory Child Abuse and Neglect Reporting School Checklist

Section 350-1.1, Hawaii Revised Statutes (HRS), mandates all employees or officers of the Hawaii State Department of Education (DOE) to report suspected cases of child abuse and neglect to the proper authorities. Act 016 (17), Relating to Reports of Child Abuse, amends the definition of child abuse and neglect to ensure that mandated reporters of child abuse and neglect report to the department of human services known or suspected child victims of sex trafficking or severe forms of trafficking in persons. The following checklist outlines the procedures for filing a report when employees or officers of the DOE suspect child abuse or neglect.

All employees or officers of the DOE who have reason to believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future by a person related to the child, residing with the child, or is otherwise responsible for the child's care, shall immediately notify CWS and the county police as well as immediately notify the administrator of the DOE school, or the administrator's designee.

- Mandated Reporter Checklist forms are available in hand written format (attachments A & B of this memo) or electronic fill format via DHS website
<http://humanservices.hawaii.gov/ssd/home/child-welfare-services/>
 1. Complete written mandated reporter form DHS 1516 Mandated Reporter Checklist for Suspected Child Abuse and Neglect (attachment A) OR DHS 1685 Mandated Reporter Checklist for Suspected Human Trafficking (attachment B)
 2. Call the DHS reporting line and orally report
 3. Immediately fax CWS the form following the oral report
 4. In most cases, call county police (confer with DHS while orally reporting)
- Consideration must be given regarding the student's English proficiency and comprehension prior to engaging in any conversation regarding the alleged abuse and/or neglect incident with a non-English speaking student. A determination should be made whether or not an interpreter is necessary. If needed, an interpreter shall be provided to an English Learner student prior to discussing the alleged abuse and/or neglect incident with the student.
- A student who receives accommodations to access communication must be provided these accommodations during the child abuse investigation interview with CWS and/or county police on DOE campuses.
- CWS may request support for the student from the DOE. School administrators or their designee shall respond to that request.
- The CWS intake unit is available to all mandatory reporters for consultation phone calls. The DOE mandatory reporter at any point in may request to speak with the DHS CWS intake unit worker's supervisor if there is a difference of opinion or disagreement with the CWS caseworker about the case. This is known as a CWS "supervisory consult".
- The Mandated Reporter Checklist (DHS 1516) or the Mandated Reporter Checklist for Suspected Human Trafficking (DHS 1685) shall be completed containing as much

information as is available and shall inform the oral report, ensuring that the CWS intake unit is provided as much information as possible. All written reports should contain as much information as is available including:

- Name and address for child, parents or other persons responsible for child care
 - Child's birth date/age
 - The nature and extent of child abuse or neglect including any evidence or indication of previous abuse if known
 - Date, time, and location of incident if known
 - Identity of the alleged maltreater
 - Whereabouts of the alleged maltreater and any history if available
 - Any other known information that may be helpful in determining the cause of abuse or neglect and whether or not there is a family member who can protect the child
 - Information about the student's communication, medical or other needs
 - Any other information the reporter believes might be helpful or relevant to the investigation
- If the suspected abuse toward the student is sexual in nature, or there is reasonable cause to believe that imminent harm may be caused to the student if returned home, the employee or officer of the DOE shall immediately notify CWS and the county police, and shall immediately notify the administrator of the DOE school, or the administrator's designee. **Do not** attempt to interview the student. CWS and the police have specific training in interviewing children with regard to sexual abuse allegations.
- Employees or officers of the DOE who have reason to believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future by someone other than a family member, or someone who is not residing in the home of child, or by someone who is not responsible for the child's care shall:
- Determine whether an interpreter is necessary before engaging in conversation regarding the alleged abuse and/or neglect incident with the non-English speaking student.
 - Immediately call legal parent(s)/legal guardian
 - Immediately call the county police
 - If a call is made to the legal parent(s)/legal guardian and county police by someone other than the administrator or the administrator's designee, that individual must immediately notify the administrator or administrator's designee regarding the calls
- Do not retain a copy of the checklist at school. Send the original checklist by mail or DOE courier to:
Maureen Ikeda
Student Support Section
475 22nd Avenue
Honolulu, HI 96816