New Legislation, Policy and Procedures:

Employee Clearances and Child Abuse Reporting

March 14, 2019 REVISED: August 18, 2020

MT AIRY CHRISTIAN DAY SCHOOL Philadelphia, PA 19126

• 1985: Act 34



 Mandated all new employees obtain a Pennsylvania State Criminal Record Check prior to employment

PA State Police Criminal Record Check

File Edit View Favorites Tools Help

Penns	ylvania Access To Crim	ninal H istory
Commissioner, Pennsy	Ivania State Police	Gov. Thomas W Wolf
Home	Record Check	✓ Help ✓

Welcome to Pennsylvania Access To Criminal History

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

Our current response time for record requests labeled **UNDER REVIEW** is between two to three weeks from the date the request was made. Thank you for your patience as we process your request.

All requests for Notarized copies of a Criminal Record Check MUST BE mailed in.

Credit Card Users

Submit a New Record Check (requires a credit card)

Check the status of a Record Check

Registered Users - Please Log In

Username:	
Password:	
	Login

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.



<u>https://epatch.state.pa.us/Home.jsp</u>

Pennsylvania Access To Criminal History - Record Check Certification

Page 1 of 1

C Print Back Pennsylvania State Police 1800 Eminiburi Avenue Lamsburg, Pennsylvanie 17110 Response for Criminal Record Check JENNIFER WILLIAMS TELEPHONE (215) 881-2510 TO WHOM IT MAY CONCERN: THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT: Name: Williams, Jennifet, Date of Birth: Social Security #: Sex: Race: Date of Request: 01/05/2015 11:01 AM Purpose of Request; School District Malden Name and/or Allas (1) (2)(3) (4) *** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R13125517 ** THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY HE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATEPOLICE CENTRAL INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATEPOLICE RECENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDERTIFIERS PROVIDED, POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGEPRINTS, THE PENNSYLVANIAS NATEPOLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS WHICH MONT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES THE INFORMATION ON THIS CERTIFICATION FORM GAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA-ACCESS TO CRIMINAL HISTORY (PAICH) RECORD CHECK STATOS SCREEN https://epaguystate.pe.us/RCStatusSearch;jspjAND SUBMITTING///STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING SUBJECTS NAME (EXACTLY AS INITIALL'SENTERED), CONTROL NUMBER AND DATE OF REQUES TO ATCH WITL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST, CAN SE VIEWED BY CLICKING ON THE CONJROL NUMBER, YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO BECORD OR RECURD RESPONSE BY THE PENNSYLVANIA'S TATE FOLICE. QUESTIONS CONCERNING THIS GRIMINAL RECORD CHELK, SMOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE A (1-808-QUERY-PA-(1 888 783-7972) Certified by: DLSSEMINATED BY: SYSTEM 01/05/2015 11:02 AM Lieutenant Kevin J. Deskiewicz, Director Criminal Records and Identification Division Pennsylvan a State Poi ce

https://epatch.state.pa.us/invoiceAndCortForm.do?submit=certificare

175/2015

Sample completed State Police Criminal Record Check

- 1985: Act 34
- 1994: Act 151



 Mandated all new employees obtain a Pennsylvania Child Abuse History Clearance prior to employment

PA Child Abuse History Clearance goes online



https://www.compass.state.pa.us/cwis/public/home



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

JENNIFER M. WILLIAMS

CERTIFICATION DATE: 17//2015 SOCIAL SECURITY #, XXX-XX-DATE OF BIRTEL

The above named person has applied for a Pennsylvaria Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law, NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetiator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school amployees.

Applicants are required to show the Aeministrator the results of their Child Ahuae History Clearance. Administrators are required to keep a popy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



84/39(3)

ISSUED SY Commonwealth of Pennsylvania Department of Public Welfaue CHILDLINE AND ABU SE REGISTRY ChildLine Verification Unit P.O. Box 8170 Hantsburg, PA 17105-8170 1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



1010-1019/attra6.000

• Sample PA Child Abuse History Clearance completed form

- 1985: Act 34
- 1994: Act 151
- 2006: Act 114



 Mandated all new employees obtain a Federal Criminal History Record prior to employment.

FBI Criminal History Record

 Fingerprinting services will not be available from November 18, 2017 through November 28, 2017 while the Pennsylvania Department of Education transitions vendors. Please check:

https://www.identogo.com/locations/pennsylvania for up-to-date information. Pennsylvania Department of Education Scinool Services (ma 333 Market Street Harrisburg, PA 17126 0333

Centiler Williams

Registriction TD: PARTS18441

Dear Applicant,

authoral in the unofficial copy of the results of your testeral criminal bintory packetsound check, your federal Chinkas linears have the finance action (CDRI): You kequested this copy when you required to be financemented, This your is for your supremy and compared by weaker the original popy that in the new inset of your prospective explores.

Empayirand, Law, Act. Lie 56 2026, requirant promotation complete of all public and private schedule and their contractors, who will have contact with scheduler, to obtain a federal background theory prior to employment. The applicant must provide a requal that is no more than one year old to their employer, the report much be provided in a more presential by the Department of Scheduler (FE). This scheduler and all electronic system for obtaining toderal background check, constants for scheduler, but explanation contacts of public and private schools and teacher remaining traditions to veries the collicied CER culture. There are govern, cost and results are being processed and must be made

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2015/01/09 FEDERAL FUREAU OF INVESTIGATION

DATE.

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Sample Federal Criminal History Record completed form

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- 1985: Act 34
- 1994: Act 151
- 2006: Act 114
- 2011: Act 24



 Act 24 expanded the list of reportable offenses and required self-reporting "reportable offenses"

Act 24

- Self-report "Reportable Offenses"
- Expanded the list of reportable offenses to include:
 - First degree misdemeanors
 - Felonies
 - DUIs

	ARREST/CONVICTION REPORT AND CERTIFICATION FORM
	(under Act 24 of 2011 and Act 82 of 2012)
	Section 1. Personal Information
Full Legal Name:	Data of Birth
Any former names	Date of Birth://
by which you have been identified:	
1	
	Section 2. Report of Arrest or Conviction
By cl enumerated un	acking this box, I report that I have been arrested for or convicted of an offense or offenses der 24 P.5. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for table Offenses. If you have none to report, proceed to Section 3 of this form.
	Details of Arrests or Convictions
1.00	For each arrest for or conviction of any Reportable Offense, specify in the space below (or on
	additional attachments if necessary) the offense for which you have been arrested or convicted, the
	date and location of arrest and/or conviction, docket number, and the applicable court.
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	· · · · · · · · · · · · · · · · · · ·
	Section 3. No Arrest or Conviction
By cl Offense.	acking this box, I state that I have not been arrested for or convicted of any Reportable
	Section 4. Certification
By signing thi	s form, I certify under penalty of law that the statements made in this form are true, correct and complete.
	statements herein, including, without limitation, any failure to accurately report any arrest or conviction j
Reportable Offense, si authorities	hall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to
Signature	Date
	Date

What is a "Reportable Offense" anyway?

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Section 2709.1 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 2910 (relating to luring a child into a motor vehicle or structure)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3124.2 (relating to institutional sexual assault)
 - Section 3125(relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 3129 (relating to sexual intercourse with animal)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)

- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

And don't forget...

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - · the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - · the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

• A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

And what if I am arrested for a reportable offense?

1 of 3	
ARREST/CONVICTION REPORT AND CERTIFICATION FORM (under Act 24 of 2011 and Act 82 of 2012)	A reportable offense en
Section 1. Personal Information	- A reportable offense end
Full Legal Name: Date of Birth:/ Any former names by which you have been identified:	 An offense unde Statutes: Chapter 25 (relatin Section 2702 (relat Section 2709.1 (rel
Section 2. Report of Arrest or Conviction	 Section 2901 (relation 2902) Section 2902 (relation 2902)
By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form. Defails of Arrests or Convictions	 Section 2910 (relative vehicle or structure) Section 3121 (relative vehicle or structure) Section 3122.1 (relative vehicle or structure) Section 3123 (relative vehicle or structure) Section 3124 (section vehicle or structure)
For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.	 Section 3124.1 (rel Section 3124.2 (rel Section 3125 (relat Section 3126 (relat Section 3127 (relat Section 3129 (relat Section 3129 (relat Section 4302 (relat Section 4303 (relat
	(2) An offense designate "The Controlled Sub
	 (3) An offense SIMILAI laws or former laws of the United S one of its te another state
Section 3. No Arrest or Conviction	the District the Commo
By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.	 a foreign na under a form
Section 4. Certification	 A reportable offense en
	 An offense graded as offenses enumerated of expiration of the s
By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. 54904, relating to unsworn falsification to authorities.	(2) An offense graded as under 24 P.S. §1-111 sentence for the offen
Signature Date	(3) An offense under 75 alcohol or controlled 3803 (relating to gra
and and a second se	than (3) three years I offense.
PDE-6004 (8/28/2012)	PDE-6004 (8/28/2012)

3 of 3
LIST OF REPORTABLE OFFENSES
A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:
 An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 Chapter 25 (relating to criminal homicide) Section 2709.1 (relating to aggravated assault) Section 2901 (relating to kidnapping) Section 2901 (relating to hiding a child into a motor vehicle or structure) Section 3120 (relating to raining to amina child into a motor vehicle or structure) Section 3121. (relating to raining to stantory sexual assault) Section 3124. (relating to indicent assault) Section 3124. (relating to indecent assault) Section 3126 (relating to indecent assault) Section 3127 (relating to indecent assault) Section 3129 (relating to indecent assault) Section 3120 (relating to indecent assault) Section 3127 (relating to indecent assault) Section 3129 (relating to indecent assault) Section 3120 (relating to sexual assault) Section 3120 (relating to sex
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 (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of: the United States; or one of its territories or possessions; or another state; or the District of Columbia; or the Commonwealth of Puerto Rico; or a foreign nation; or under a former law of this Commonwealth.
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(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offence under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

- 1985: Act 34
- 1994: Act 151
- 2006: Act 114
- 2011: Act 24
- 2013: Act 126



 Mandated all current and new employees complete 3 hours of professional development in child abuse recognition and reporting, Educator Misconduct Act and the maintenance of professional relationships with students

- 1985: Act 34
- 1994: Act 151
- 2006: Act 114
- 2011: Act 24
- 2013: Act 126
- 2014: Act 168



 Act 168 requires school entities to conduct an employment history review on prospective employees

What is Act 168?

COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (under Act 168 of 2014)

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

To:	Name of Current or Former Employer:	No applicable employment
	Street Address:	
	City, State, Zip:	
	Telephone Number:	

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within 20 business days as required by Act 188 of 2014.

SECTION 1: APPLICANT CERTIFICATION AND RELEASE (TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPLICANT HAS NO CURRENT OR PRIOR EMPLOYMENT TO DISCLOSE)

Any former names by which the Applicant has been identified		
DOB:		
Last 4 digits of Applicant's Social Security Number:	PPID (if applicable):	
Approximate dates of employment with the entity listed above	1	

Have you (Applicant) ever:

- Yes____ No____ Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?
- Yes____ No____ Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?
- Yes No Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any willful failure to disclose the information

- 1985: Act 34
- 1994: Act 151
- 2006: Act 114
- 2011: Act 24
- 2013: Act 126
- 2014: Act 168
- 2014: Act 153



 Act 153 requires all employees and volunteers to obtain new clearances every three years beginning in 2015

- 1985: Act 34
- 1994: Act 151
- 2006: Act 114
- 2011: Act 24
- 2013: Act 126
- 2014: Act 168
- 2014: Act 153
- 2015: Act 15
- Act 15 revised Act 153 of 2014 to require all employees obtain new clearances every <u>five</u> years beginning in 2015



What does Act 153 and Act 15 mean for me?

- If you were hired BEFORE December 31, 2011, you must submit new clearances by December 31, 2015
- If you were hired AFTER December 31, 2011, you must submit new clearances before your OLDEST clearance is five years old
- You must submit new clearances thereafter EVERY five years

And remember...

 All employees are still required to report all "Reportable offenses" to their supervisor or the Office of Human Resources on the PDE 6004 within 72 hours of arrest

Act 153 and Act 15 apply to volunteers as well

•Volunteers are required to obtain a current State Police Criminal Record Check, Child Abuse History Clearance and Federal Criminal History Record prior to volunteering

- •Volunteers must obtain new clearances every 60 months
- •Volunteers must be in compliance as of July 1, 2016

Changes in Child Protective Services Law

- Act 126 effective January 1, 2013
- Training of staff every 5 years
- Staff Trained in August, 2013
- Required One Hour Online Educator Misconduct/ Disciplinary Actions TBD by PDE

Protection

- Amendments to the Act in December, 2014
 - Definition of mandated reporter
 - Reporting procedures

What is a Mandated Reporter? Who is Mandated to Report in PA?

- Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse.
- Pennsylvania's Child Protective Services Law (CPSL) was amended in 2014, including substantial changes to the list of people who are mandated reporters.



What Happens if I DON'T Make a Report When I Suspect Abuse?

- Second-degree misdemeanor
 - if the child is found to be abused upon investigation
- First degree felony (or higher, depending on the situation)
- Penalties increase if failure to report continues

Can I Just Tell My Supervisor About the Abuse and Not Report?



How Do I Make a Report of Suspected Child Abuse

- We will support you
- Law requires <u>immediate</u> report
 - Oral report to Childline 1-800-932-0313
 - Online written report
 - Confirmation is sent to you
- Inform Director report has been made



• Create an account

Clearance online.

for users to apply for a PA Child Abuse History

LOGIN

www.compass.state.pa.us/cwis/Public/Home

- Check your email for your log-in information
- Return to portal
- Log-In

emisytvama

- Go to Access My Referrals
- Continue at bottom of page
- Go to My Abuse Referrals and proceed

Must I Make a Report Even if I'm not Sure What Happened?

- Yes and do not investigate
- The child does NOT have to directly speak to you
- Do not ask questions about what happened
- Do not ask questions about who did it



Will I Be Identified as the Reporter of the Abuse?

- No, but
- Parents may figure it out
- Your Supervisors will support you
- Student safety and well being is our primary concern

Protection for the Mandated Reporter

- There are circumstances when your identity must be released to law enforcement
- You are protected from civil and criminal liability if acting in good faith
- No employment discrimination for making a report
- There are consequences for intentionally making a FALSE report



- Strangers sexually abuse children more often than family members
- Sexual abuse doesn't happen often
- Children who are being abused or were abused will immediately tell their parents
- Homosexuals are more likely to sexually assault children than heterosexuals
- Most sex offenders have been arrested before for committing sex crimes
- Females do not sexually abuse

Statistics

- One report of child abuse is made every 10 seconds
- 80% of 21 yr. olds who were abused have a mental health disorder
- 4,739 child abuse cases in PA
 60% sexual 27% physical 6% neglect
 5% imminent risk 1% mental
- 92 of those reports were substantiated

Recognizing Child Abuse

- Child abuse is not always obvious
- Children may be too young or too frightened to tell anyone what is happening to them
- Children, especially younger, more vulnerable children, are often unaware that what is happening to them is abuse

Types of Child Abuse

- Serious Physical Abuse
- Sexual Abuse or Exploitation
- Serious Neglect
- Serious Mental Injury



Some Indicators of Abuse

- Unexplained bruises, welts, human bite marks, bald spots
- Numerous bruises in various stages of healing
- Marks on many surfaces of the body
- Unexplained burns, especially cigarette or immersion burns
- Withdrawal or aggression behavioral extremes
- Uncomfortable with physical contact
- Afraid to go home
- Consistent lack of supervision
- Persistent hunger or fatigue

- Poor hygiene
- Dressed inappropriately for the weather
- Cringes when approached by an adult
- Overreacts to accidents
- Does not want to talk about home life
- Pain or itching in genital area
- Frequent urinary infections
- Sexual knowledge beyond what is natural
- Acting out sexual behavior
- Bedwetting depending on age and history

How to Respond to Disclosures of Abuse

<u>DO:</u>

- Reassure the child that it is not his/her fault.
- Assure the child that what he/she is telling you is very important and others who work with kids will talk to them more in depth.
- Use Minimal Facts Interview protocol only report what child tells you – don't probe for details.

<u>DON'T:</u>

- Show shock or other strong reaction in front of the child.
- Make promises you can't keep.

Abuse perpetrated by school employee

- MACDS will develop a required one-hour online training
- Employees who suspect such abuse must immediately contact the administrator in charge
- If the administrator is suspected immediately call the Office of the Superintendent
- Law enforcement will be contacted, and the case referred to the District Attorney's office
- The employee who suspected abuse also files a report as described for any child abuse

Questions?





