

## **MANDATORY REPORTING: CHILD ABUSE**

### **I. PURPOSE**

The purpose of this policy is to provide all CDI staff, students and volunteers with their responsibilities under Arizona Law as a Mandatory Reporter.

### **II. SCOPE**

This Mandatory Reporter policy applies to all employees, contractors, and volunteers.

### **III. POLICY**

Mandatory Reporting Statute A.R.S. 13-3620 states: “any person who reasonably believes that a minor is or has been the victim of abuse...or neglect...shall immediately report or cause reports to be made...to a peace office or to child protective services.”

“Minor” means anyone under the age of 18

You form a “reasonable belief” when:

- A child discloses information to you indicating physical abuse and neglect.
- A child has unexplained injuries or an explanation that is inconsistent with the injuries that leads you to suspect abuse.
- A third party discloses information that leads you to believe abuse or neglect has occurred.

There are four categories of mandatory reporters: peace offices and members of the clergy, parents, professional reporters, and anyone who has the responsibility for the care or treatment of a minor. “Professional reporters” include persons whose jobs or professions impose a duty to report information received during course of their employment, such as teachers, paraprofessionals, early childcare workers, and other school personnel.

What to Report

- Physical Abuse – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for care of a child.
- Sexual Abuse – includes any act or threatening of criminal sexual conduct by a person responsible for the child’s care or by a person in a position of authority over a child.
- Emotional Abuse – includes any attitude or behavior with interferes with a child’s mental health or social development.
- Neglect – is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that

seriously endanger the child's physical or mental health when reasonably able to do so.

#### **IV. PROCEDURE**

If you suspect the abuse of a child, immediately make a report immediately including the identity of the student, alleged offender, a description of the abuse or neglect, and the name and address of the reporter to all the appropriate authorities listed below;

- Child Protective Services
  - 24/7 Toll-Free Phone Line: 1-888-767-2445
  - Mail, within 72 hours, to: CPS, P.O. Box 44240, Phoenix, AZ 85064
  - Fax to: 602-530-1832
  - Online, non-emergency reports:  
[www.azdes.gov/dcyf/cps/mandated\\_reporters](http://www.azdes.gov/dcyf/cps/mandated_reporters)
  
- Local Law Enforcement
  
- The Arizona Department of Education (if alleged abuser is certified by the State Board of Education)
  - Phone: 602-542-2972
  - Mail, within 72 hours, to: Arizona State Board of Education, Investigative Unit, 1535 W. Jefferson, Phoenix, AZ 85007

If the alleged offender is an employee of CDI, report the violation to the Executive Director immediately after reporting to the appropriate authorities. Reports to the Executive Director do not replace making reports to the proper authorities.

Staff shall discuss issues with the Principal or Executive Director whenever they suspect or are unsure whether their conduct, or the conduct of other staff, is inappropriate or constitutes a violation of this policy.

The steps outlined in Policy No. 450, Corrective Action, will be followed depending on the facts and circumstances involved in each situation.

Additionally, failure to report may result in legal consequences under A.R.S. § 13-3620 as well as a loss of certification.

- A mandated reporter who does not report a “reportable offense” can be charged with a Class 6 Felony 2 years in prison
  
- A mandated reporter who does not report another type of abuse can be charged with a Class 1 Misdemeanor

### **MANDATORY REPORTING: SUSPECTED CRIMES OR INCIDENTS**

School personnel are required to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the school property.

School personnel shall make such reports to local law enforcement and also immediately report to the Campus Manager or Executive Director.

Any employee who witnesses, receives a report of, or otherwise becomes aware of such conduct shall promptly notify the Campus Manager or Executive Director and provide any documentation as soon as possible or within one workday. This documentation shall be maintained by the school, including records of discipline for violations.

The Campus Manager or Executive Director shall notify the parent / legal guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of state or federal law and shall observe privacy requirements as established under the Family Education Rights and Privacy Act (FERPA) when notifying parents/legal guardians.

This policy shall be posted on the district website.