

JUNCTION CITY SCHOOL DISTRICT #69

INSTRUCTIONS FOR MANDATORY CHILD ABUSE AND NEGLECT REPORTING

All school employees must report suspected child abuse or neglect when there is reasonable cause to believe that a child may have been abused (ORS 418.715). If you have questions or concerns about the legal definition of child abuse, consult with counseling staff or your supervising administrator. If you suspect abuse or neglect, please follow these steps:

1. Notify counselor and/or administrator that you intend to make a report. However, informing them of your intent does not fulfill your legal obligation to report. You must file a report with DHS (Department of Human Services), or to law enforcement. If you need help or handholding, contact the counselor or administrator.
2. Fill out the Child Abuse Reporting form completely (attached). Make sure you have the child's family information including the child's date of birth and the name, address, and phone number of parents. You can get this information from Data Port or the office staff.
3. Call DHS at 998-9260 (local) or 686-7555 (Eugene), or the Junction City Police Department at 998-1245, (for Territorial, call the Lane County Sheriff's office at 682-4150). When calling DHS, as soon as you hear the recording, quickly press 1 and you will get the pre-screener or a recording to leave your name and school phone number. Be sure to have your report form at hand so that you have access to the information they ask for. If it is a recording, they will call you back, though it may not be until the next day.
4. After you have made the report, save this form and give it to the counselor to keep on file. You should receive a follow up letter in the mail. As soon as this is received, please also give it to the counselor to file.

JUNCTION CITY SCHOOL DISTRICT #69

SUSPECTED CHILD ABUSE REPORTING FORM

All school district employees are mandatory reporters. If you suspect abuse, you must make a report to Child Welfare or Law Enforcement **immediately** (ORS 418.750). Telling another employee or administrator does not relieve you of this legal obligation. Failure to report suspected child abuse to Child Welfare or Law enforcement may subject the employee to a fine, a loss of license, or possible disciplinary action.

Please complete this form for your working files to document your report. Make copies and provide to your school counselor and principal. This form should be utilized whether or not the abuse involves a district employee. If the abuse involves a district employee, notify the Superintendent **immediately** at 998-6311, extension 600.

Name of staff member filing report

Title and Date

Student Name _____ Grade _____ Date of Birth _____

Student's Address, Phone Number, and Parents' Names: _____

School _____ Bus # _____ AM _____ PM _____

Source of Information/Disclosure _____

Date suspected abuse occurred _____

Name of Administrator _____ Date informed _____

Nature and extent of the suspected abuse (use quotations from the child if possible.)
If physical marks are present, describe completely and or draw a picture

Identity of abuser (if known), date and location of suspected abuse: _____

Other Information: _____

Reporter's Signature: _____

REPORT TO LEGAL AUTHORITY

Date and time report was filed: _____

Agency Notified (check all that apply):

- | | | |
|--------------------------|------------------------------|-------------------------|
| <input type="checkbox"/> | Department of Human Services | (541) 998-9260 (local) |
| <input type="checkbox"/> | Department of Human Services | (541) 686-7555 (Eugene) |
| <input type="checkbox"/> | Junction City Police | (541) 998-1245 |
| <input type="checkbox"/> | Lane County Sheriff | (541) 682-4150 |

If more than one agency was notified, please fill out an entry for each agency (below).

Agency: _____ Intake person's name: _____

Outcome: _____

Agency: _____ Intake person's name: _____

Outcome: _____

Agency: _____ Intake person's name: _____

Outcome: _____
