

**REPORT OF SUSPECTED CHILD ABUSE/NEGLECT - FORM**

After making a report, please complete this form and give directly to your building administrator or supervisor.

Report any suspected abuse and/or neglect immediately to DCS or the police (school resource officer).

**Department of Child Services (DCS): 1-800-800-5556**

**Griffith Police Department: 219-924-7503**

**MS/HS SRO: ext. 3313**

**Elementary SRO: ext. 2312**

Starting July 1, 2017, any person who has a reason to believe a child is a victim of abuse or neglect has a duty to make a report to the Department of Child Services (DCS) or the police. If you hear about or see child abuse/neglect you must report it immediately (Indiana Code § 31-33-5-1). If you suspect a child is being abused or neglected, call Indiana’s Child Abuse and Neglect Hotline at 1-800-800-5556 or local law enforcement. The police and/or DCS are the appropriate authorities to investigate these matters.

Failing to report suspected child abuse or neglect is a crime in Indiana. Failure to make a report is a Class B Misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine (Indiana Code § 31-33-22-1(a)). Simply telling another employee at a school is not enough to protect yourself from criminal charges. It only takes minutes to report suspected child abuse and neglect and you can report anonymously.

REPORT INFORMATION	
Who was contacted:	<input type="checkbox"/> DCS <input type="checkbox"/> SRO <input type="checkbox"/> Police Department
Contact name (if applicable):	
Date of contact:	___/___/20__
Time of contact:	
STUDENT/VICTIM INFORMATION	
School	
Grade	
Last Name	
First Name	
Physically Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developmentally Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
SUSPECT	
Last Name	
First Name	
Relationship to student/victim	
INFORMATION ABOUT SUSPECTED ABUSE / NEGLECT	
Type of abuse	<input type="checkbox"/> Physical <input type="checkbox"/> Mental <input type="checkbox"/> Sexual <input type="checkbox"/> Neglect <input type="checkbox"/> Other
State the nature and cause of abuse/neglect that was reported. Include objective details.	

Information on reporting child abuse in Indiana: <http://pcain.org/education-outreach/reporting-abuse/>

## REPORT OF SUSPECTED CHILD ABUSE/NEGLECT - PROCEDURES

Indiana legislation has made it clear that when someone working with children believes that the student may be abuse or neglect, they must report this information immediately to DCS or police. Waiting to tell another school employee is no longer an option. The following are recommended guidelines to follow when you are involved in a situation where you suspect abuse or neglect.

1. Make a phone call to either DCS, a school resource officer, or the police department.
  - a. Do not make the call in front of other students or adults. If necessary, notify the school office that you need coverage for your classroom or what you are working on so that you may go to an isolated area to make the phone call.
  - b. Do not confront the alleged abuser.
  - c. Notify the call receiver of the following:
    - i. Details or the reason you suspect abuse or neglect. Stick to the facts and avoid giving opinions.
    - ii. Whether or not the student is in immediate danger. DCS states that they will address imminent danger within an hour, abuse within 24 hours, and neglect within 5 days.
2. If the student has experienced physical or sexual abuse, send the student to the school nurse so the nurse can assess the wellness of the student.
  - a. You have the option to but are not required to let the nurse know that you reported the incident to DCS or the police.
3. Notify your school building administrator or supervisor.
  - a. Make them aware of the call.
  - b. Let them know the status and location of the student.
4. Complete the '**REPORT OF SUSPECTED CHILD ABUSE/NEGLECT – FORM**' and give that form to your building administrator or supervisor.