

Provo City School District
Policy Series 3000: Students

3421 P1

Child Abuse/Neglect Reporting

1. The following shall be Provo City School District's child abuse neglect policy:
 - a. School officials shall cooperate with social service and law enforcement agency employees authorized to investigate charges of child abuse and neglect.
 - b. School administrators, teacher, school district employees, Division of Child and Family Services, and law enforcement personnel are required to preserve the anonymity of those making the initial report and any others involved in the subsequent investigation. Administrators shall ensure that the anonymity of those reporting or investigating child abuse or neglect is preserved in a manner required by Utah Code 62A-4a-412.
 - c. If there is a reason to believe that a child may have been subjected to abuse or neglect, a verbal report of the abuse or neglect shall be made **immediately** by the school employee to:
 - i. The school principal, or his/her designee; then by the employee to
 - ii. The appropriate legal authorities (law enforcement or DCFS). The teacher or other school district employee is responsible to personally report the abuse or neglect to the proper legal authorities. The school principal should not report the abuse or neglect for the teacher or other school district employee, although the principal may be present when the report is made. When making the verbal report, always have the person receiving the report identify himself/herself. The notified person's name shall be entered on the Provo City School District's Child abuse or Neglect Reporting Form.
 - iii. Complete a Provo City School District Child Abuse or Neglect Reporting Form within forty-eight (48) hours, and distribute as follows:
 1. One copy shall be put in a Child abuse or Neglect file at the District's Student Services Office;
 2. One copy shall be placed in a separate file to be maintained by the school principal for all reported cases of suspected child abuse or neglect. The Child Abuse or Neglect Reporting Form shall not be placed in the child's educational file; and
 3. If the student is eligible for special education services one copy shall be placed in a separate file to be maintained by the Special Education Department at the District Office for all reported cases of suspected child abuse or neglect. The Child abuse or Neglect Reporting Form shall not be placed in the child's special education file.
 4. Log Notes (found in PowerSchool) should never be used for maintaining records of suspected or reported child abuse.
 - d. School district employees are required to cooperate with law enforcement and DCFS investigators who come into the school, including:

- i. Having the investigator complete and sign the Child Abuse or Neglect Reporting Form.
 - ii. Allowing authorized representatives to interview children consistent with DCFS and local law enforcement protocols;
 - iii. Allowing appropriate access to student records;
 - iv. Making no contact with parents/legal guardians of children being questioned by DCFS or local law enforcement (this is the responsibility of the responding agency); and
 - v. Cooperating with ongoing investigations and maintaining appropriate confidentiality
- e. It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection. Investigations are the responsibility of the DCFS. Investigation by education personnel prior to submitting a report should not go beyond that necessary to support a reason to believe that a reportable problem exists. School personnel shall refrain from interviewing the child or having contact with the suspected abuser.
- f. Interviews with the child or suspected abuser shall not be conducted by school administrators or school district employees. Notes of voluntary or spontaneous statements by the child shall be made and given to the investigating agency. Interviews conducted by anyone other than the investigating agency could jeopardize proper handling of a child abuse or neglect case.
- g. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law.

Legal Reference:
[Utah Code 62A-4A-412](#)

Synopsis:
Reports and Information Confidential

Adopted: June 1, 2015