

Child Abuse and Neglect Procedure

Purpose

This document explains all child abuse and neglect related requirements.

Guidance

When any employee has reasonable cause to believe that a child has endured abuse or neglect, they must make a report to Child Protective Services (CPS) or to the proper law enforcement agency ([RCW 26.44.040](#)). All staff must be trained annually to know and understand the *Child Abuse and Neglect (CAN) Policy* and the *Child Abuse and Neglect Procedure*, which comply with current state laws and regulations. Parents must be informed of the CAN Policy at Orientation. Sub-contracting agencies that do not have their own policy will follow *Child Abuse and Neglect Policy* and *Child Abuse and Neglect Reporting Procedure*. In the event that the sub-contractor and PSESD policy and procedures don't align, follow the one that is more stringent.

Procedure

Required training

Any staff who have the possibility of coming in contact with children must complete the PSESD online training on Child Abuse and Neglect found at [Classes.EarlyLearningWA.org](#). Training must be completed by new staff within two weeks of hire. For returning staff, training must be completed annually before the start of the school year. New and returning staff must print and sign the certificate from the online class, acknowledging their responsibility as a Mandated Reporter. Certificates are given to Center Directors, who send them to PSESD right away.

Reporting guidelines

- Do not independently intervene or investigate cases of suspected abuse or neglect.
- The report must be made at the first opportunity, and no later than 24 hours after. Center Directors must be immediately informed of reporting.
- All staff are aware that when child abuse or neglect is suspected, there is no need for a release of information to speak with CPS or police. Staff cooperate fully with CPS and police.
- Staff preserve confidentiality in accordance with state law and the *Standard of Conduct: Confidentiality Policy*.
- When a report is made, staff document it in the family file using the *Child Abuse Report Form*. Include the following information:
 - Date, time, and location;
 - Use first and last names;
 - Use quotation marks and record conversations verbatim, as much as possible;
 - Describe the shape, size, color, texture, etc. of injuries;
 - Make objective statements, not judgmental statements such as “I feel”, “I’m worried”, “I think”, etc.;
 - Report observations, not assumptions.

Related Documents

Child Abuse and Neglect Policy

Child Abuse Report Form