

Date Prepared: _____

School: _____

Revision Date: _____

Reviewed by: _____

Principal: _____

Reviewed by: _____

(49) STUDENT WELFARE SITUATION – SUSPECTED CHILD ABUSE (Revised Sept 2003)

Pre-Plan Action	Immediate Action	Follow-Up Action
<ul style="list-style-type: none">* Provide materials for child abuse awareness training to staff and students.* Offer parenting classes on the topic.* Post signs with 1-800-96 ABUSE number (100-962-2873) to report abuse.* Inform parent that the school site maintains access to sexual offender/sexual predator list.* All employees and students are to be familiar with issues dealing with sexual harassment. See the Broward county School District's Sexual Harassment Policy/Procedure Manual.* Florida Statute 39.301 (16) states school official known to the child may be present at an interview only if: Broward Sheriff's Office Child Protective Investigations Section (CPIS)/ law enforcement believe that it will enhance the success of the interview or if the alleged abused child requests and consents to the presence of school staff. Violation of this Statute is a crime.* Review Florida State Statute 39.401 authorizes an agent of the Department (Investigator) to take into protective custody and child suspected of being abused or neglected. It is the responsibility of the child protective investigator to contact the child's parents.* Support Appendix #67-Suspected Abuse, Neglect or Abandonment.* Support Appendix #70 - Chain of Command.* Support Appendix #71 – Emergency Phone Numbers.* Be prepared to contact parent / guardian of victim or suspect if appropriate after consultation with and approval of law enforcement.	<p>The following actions are mandatory and must be effectuated in the listed order unless there is an exceptional circumstance which must be documented.</p> <ol style="list-style-type: none">1. Do not have victim repeat "story." Proper interviewing by a trained and experienced professional is essential. If personnel from the School Board learn of the possibility that a child has been abused, they should contact the child and ask general open-ended questions intended to clarify if the suspicious indications may be the product of criminal conduct, and who the perpetrator of the alleged criminal contact was. Leading questions should not be asked, and no follow-up questions should be posed beyond getting the initial story. The interviewer must document as close to verbatim as possible the questions asked by the interviewer and the answers given by the child.2. Police do formal interview of victim following appropriate law enforcement policy.3. If the alleged perpetrators is a School Board employee, the victim should be separated from the subject employee in as innocuous a location as possible so as not to alert the subject employee of the investigation, and frighten or embarrass the victim.4. Under Florida Law, any person, including any school teacher, school official or personnel, must report any suspected abuse or neglect immediately to the Florida Abuse Hotline 1-800-96 ABUSE number. (1800-962-2873)5. Florida Statute 39.201 (b)4 requires school personnel to provide their names to hotline staff. Reporter's names will be given to law enforcement and may appear in police reports.6. If the person accused is an employee, immediately call local law enforcement for criminal investigation then contact Florida Abuse Hotline.7. Contact Special Investigative Unit	<ul style="list-style-type: none">* The Florida Abuse Hotline Counselor evaluates the information and advises the caller if a report is being accepted for an investigation. The counselor determines a response priority; either immediate or within 24 hours, and forwards case to the Broward Sheriff's Office Child Protective Investigative Section (CPIS) for investigation into the concerns. A Child Protective investigator will be assigned the case if it involves a caretaker.* Document the law enforcement contact by indicating date, time, and law enforcement case number.* Document the call to Florida Abuse Hotline contact by indicating date, time, and hotline abuse counselor identification number.* One-on-one counseling with the child and school guidance counselor may be an appropriate referral.* After it has been reported, those with daily contact with the child should be told to watch for signs of abuse. Please refer to the Child Abuse and Neglect Report Form and the Clues to Look for in Detection of Physical and Behavioral Indicators of Child Abuse and Neglect referenced in the Critical Resource Manual.* All indications or evidence of abuse or neglect should be documented and immediately shared with CPIS and local law enforcement, as well as the Special Investigative Unit if it is involved.* Parent educator can offer resources to parent for assistance.* Monitor well being of child and assist CPIS and /or the ChildNet counselor as needed.* Teacher should be advised of a specific suspected child abuse case unless teacher is suspect.* Support Appendix #77 – Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.* Support Appendix #87 – Sexual Offender / Sexual Predator internet site, (http://www.fdle.state.fl.us).* Critique incident.