

REPORTING OF SUSPECTED CHILD ABUSE

Reporting

Any district employee in the performance of his/her official duties having reasonable cause to believe that a district student has suffered abuse, as defined in state law, shall report, or cause a report to be made, to the Oregon Department of Human Services. The district employee shall immediately inform his/her supervisor.

A written record of the child abuse report shall be made by the employee suspecting the child abuse. This record shall include the following, if known:

1. Name and addresses of the child, the child's parents or other person's responsible for the child's care;
2. The child's age;
3. Explanation of the nature and extent of the suspected abuse, and any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse.
4. Identity of a possible perpetrator.
5. The name and position of the person making the report;
6. The name and position of any witness to the report;
7. A description of how the report was made (i.e. by phone, or other method);
8. The name of the agency and individual who took the report;
9. The date and time that a report was made; and
10. The names of persons who received a copy of the written report.

A written record of the child abuse report shall not be placed in the student's educational file. The employee shall retain a copy of the written report and a copy shall be provided to the employee's supervisor and the director of human resources.

When the district receives a report of suspected child abuse by one of its employees, and the human resources director determines that there is reasonable cause to support the report, the employee shall be placed on paid administrative leave until the Department of Human Services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the school district employee. If the Department of Human Services or a law enforcement agency is unable to determine whether the child abuse occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

The district shall maintain the written record of each reported incident of child abuse, action taken by the district, and any findings as a result of the report.

Definitions

1. Oregon law recognizes these types of abuse:
 - a. Physical;
 - b. Neglect;
 - c. Mental injury;
 - d. Threat of harm;
 - e. Sexual abuse and sexual exploitation.
2. Child means an unmarried person who is under 18 years of age.

Confidentiality of Records

The name, address, and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

The disciplinary records of a district employee or former district employee convicted of a crime listed in

ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143 the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of the child, a crime victim or a district employee who is not the subject of the disciplinary record.

Failure to Comply

Any district employee who fails to report a suspected child abuse as provided by this policy and the prescribed Oregon law commits a violation is punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

Cooperation with Investigator

District staff shall make every effort in suspected child abuse cases to cooperate with investigating officials as follows:

- 1) Any investigation of child abuse will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official demonstrate that he/she has a warrant, court order, exigent circumstances or parental consent to interview the student. Failure to meet one of these criteria may result in the administrator's refusal to allow the student interview on school property. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the principal or representative. The officer shall sign the student out on a form to be provided by the school;
 - 2) When the subject matter of the interview or investigation is identified to be related to suspected child abuse, district employees shall not notify parents;
 - 3) The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
 - 4) District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.
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