

**CHILD ABUSE
REPORTING
and
CARSON CITY
SCHOOL DISTRICT
PROTOCOL**

Revised: May 10, 2006
Revised: September 8, 2009

CARSON CITY SCHOOL DISTRICT PROTOCOL IN SUSPECTED CASES OF CHILD ABUSE OR NEGLECT

I. OBJECTIVES

1. To provide a vehicle for effective and efficient reporting of child abuse and neglect by school personnel.
2. To facilitate communication, coordination and cooperation between school personnel and other community resources on behalf of abused and neglected children.

II. DEFINITION

The Nevada Child Abuse and Neglect Law defines child abuse and neglect as: "...the non-accidental physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby."

III. NEVADA STATE LAW

NRS 432B.220 Persons required to make reports; when and to whom reports are required; any person may make a report...

1. A report must be made
 - (a)"... to an agency which provides child welfare services or to a law enforcement agency; and
 - (b) make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected."
2. Reports must be made by the following persons who, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected...
 - a. ...professional or practical nurse...
 - b. A social worker and an administrator, teacher, librarian or counselor of a school;
 - c. Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child;..."

IV. METHODS OF MAKING A REPORT

- A. The school personnel who suspects child abuse or neglect will:
1. Identify and speak with the child in a non-investigative, non-leading manner to inquire about injuries or disclosures of abuse or neglect.
 2. NRS432B.230 Method of making report: contents
 - a. The report required under the provisions of subsection 1 or NRS 432B.220 should be made verbally by telephone with a follow-up written report
 - b. The Report must contain the following information, if obtainable:
 1. The name, address, age and sex of the child and names of siblings living in the home;
 2. The name and address of the child's parents or other person responsible for his/her care;
 3. The nature and extent of the abuse or neglect of the child;
 4. Any evidence of previously known or suspected abuse or neglect of the child or the child's siblings;
 - c. In the case of physical abuse or neglect, the report will be telephoned to the Carson City Division of Child and Family Services (DCFS). (See Appendix 1)
 - d. In the case of sexual abuse, assault or molestation, the report will be telephoned to the Carson City Sheriff's Office, Detective Division and DCFS. (See Appendix 1)
 - e. If the child resides on Tribal land (Carson City Indian Colony), call the Child Abuse Investigator for the Washoe Tribe. (See Appendix 1 and Appendix 3 for appropriate forms)
 - f. Inform the Principal, as soon as possible, that a report is being/has been made.
 - g. Follow-up with a written report to appropriate agencies as soon as possible. Reports may be hand delivered, sent by mail or faxed to the Division of Child and Family Services (DCFS), Intake, or the Carson City Sheriff's Office, Detective Division. (See Appendix 1)
 1. When making the written report, use the CCSD Report of Suspected Child Abuse and/or Neglect Form, either in hard copy or computer template. Send copies to DCFS (neglect/physical and sexual abuse); Sheriff's Office (sexual abuse), Principal, School Counselor and the School Nurse.

- h. If it happens that school personnel continue to be concerned that a child is being abused or neglected after a report has been made, the case can be referred to the county Multi-Disciplinary Team (MDT) by the nurse, counselor, dean, principal, psychologist or other appropriate personnel.
- i. Ultimate responsibility for the welfare of the children of Carson City rests with the District Attorney. If concerns continue after repeated reports have been made, they need to be addressed through contact with the Carson City DA's Office (See Appendix 1)

**CARSON CITY SCHOOL DISTRICT
REPORT OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Date Reporting Party

Name _____ Birth Date _____

School _____ Teacher _____ Grade _____

Child's Address _____ Date Abused Disclosed _____

Father _____ Home Phone _____

Address _____ Work Phone _____

Mother _____ Home Phone _____

Address _____ Work Phone _____

Description of Abuse _____

Alleged Person(s) Responsible for Abuse _____

Date Reported to Sheriff's Office _____

Officer/Detective's Name _____

Date Reported to Welfare Office _____

Caseworker's Name _____

Report Submitted by: _____

Signature

Position

School

Original: Child and Family Services
Copy to: Sheriff's Department
Building Principal
Counselor/Psychologist
School Nurse

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Appendix 1

Agency Telephone Numbers and Addresses
(subject to change)

1. Carson City Sheriff's Office
901 E. Musser Street
Carson City, NV 89701
Phone: 775-887-2500
Detective Division – 775-887-2020

2. Nevada Division of Child and Family Services
1677 Old Hot Springs Rd., Suite B
Carson City, NV 89706
Phone: 775-687-4943
Fax: 775-687-4903
Ask for Intake: Annie H.

3. Carson City District Attorney's Office
885 East Musser, Suite 2030
Carson City, NV 89703
Phone: 775-887-2268
Ask for Juvenile Division

4. Washoe Tribe Child Abuse Investigation
919 Highway 395 South
Gardnerville, NV 89410
Phone: 775-265-4191 x 1133

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Appendix 2

Supplemental Information

1. Due to the nature of their positions, the school counselors and nurses remain able and willing to assist teachers and other school personnel in making the required reports.
2. The school counselor or nurse, or other mandated reporters, may act as liaisons between the school and outside agencies about what is being done for the child.
3. As a professional courtesy, the school counselor, nurse or the appropriate school personnel should be present at any interview with a child by a person from an outside agency. This applies to initial as well as follow-up interviews that occur at school.
4. All school personnel have a responsibility to treat with confidentiality any abuse or neglect report. School personnel also have a responsibility to respect the confidential and sensitive nature of a visit from an agency worker to the school and to make every effort to protect the identity of the child and nature of the concern. When a student is interviewed in a school, all school personnel shall act in a sensitive manner to avoid additional discomfort for the student.

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Appendix 3

Washoe Tribe of Nevada and California Child Abuse Reporting Protocol

A. Purpose

The purpose of the protocol is to ensure the safety and welfare of the Native American children within the jurisdiction of the Washoe Tribe.

B. Process of Reporting

1. Persons Reporting

Any person who believes a child was/is sexually, physically or emotionally abused and/or neglected reports to Washoe Tribal Police and/or to Washoe Social Services Department or the Sheriff's Department. Reports shall be made immediately within a maximum 24 hour time period.

2. Anonymous Reports

Any person who has a reasonable cause to suspect that a child has been abused, neglected or abandoned shall be encouraged to report the abuse, neglect or abandonment even if such report is anonymous.

3. Abuse and Neglect Reports

The following information shall be included in the written report:

- a. Names, addresses and tribal affiliation of the child and his parents, guardian or custodian;
- b. Child's age;
- c. Nature and content of the child's abuse or neglect;
- d. Previous abuse or neglect of the child or his siblings, if known;
- e. Name and address of the person alleged to be responsible for the child's abuse or neglect, if known; and
- f. Name and address of the person or agency making the report.

