

Dubois Integrity Academy
CHILD ABUSE/NEGLECT REPORTING POLICY
Mandated Reporter Protocol

School teachers, administrators, counselors, visiting teachers, school social workers, psychologists, and volunteers are mandatory reporters. Mandated reporters are required to report regardless of whether it is based on privileged/confidential communication. “Child abuse” defined consistent with O.C.G.A. 19-7-5 (b)(5)

1. Employees, other school staff, and volunteers, who suspect child abuse or neglect, will *immediately* (the day of your suspicion) *notify* the school’s social worker (SSW) by contacting their school’s front desk receptionist. The individuals listed above have the right to contact DFACS directly if the SSW or administrator are absent or unavailable.

a. Employees, other school staff, and volunteers will document their suspicion of abuse or neglect in writing, on the *Dubois Integrity Academy Mandated Reporter Form*.

b. Submit the form to the SSW or appointed designee.

c. The SSW or appointed designee is to inform the school administrator that a report has been made.

2. The SSW, school counselor, school administrator or appointed designee, will immediately (the day the reporting form is received) make a report to the Department of Family and Children Services (DFCS).

Reporting options:

Telephone (1-855-GA-CHILD or 1-855-422-4453)

3. After reporting to DFCS, please document date, time of call and full name of DFCS case manager on the mandated reporter form

4. A copy of all forms will be submitted to the school social worker.

5. **After School Hours Reporting** – If the situation poses an immediate/imminent threat, CALL **911**. If it does not call 1-855-GA-CHILD (1-855-422-4453).

Child abuse and neglect is a serious issue. **All information pertaining to any incident of suspected child abuse/neglect is confidential information.** The information should not be discussed with anyone who does not have a need to know. No school personnel shall contact a parent/guardian regarding the report, and/or the interview of the student noted in the report.

DFCS case managers will be allowed to interview children as necessary on school grounds. Every effort will be made to provide a private area for investigations/interviews to be conducted. The counselor or school administrator may be present during the interview as warranted.