

# School District of Sheboygan Falls

## Procedures for Mandatory Reporting

**What do I do if I suspect child abuse or neglect or if a student has told me about abuse or neglect?**

- \_\_\_\_\_ **You must report it.** All school district employees must *immediately* report abuse or neglect to Child Protective Services (CPS) or local law enforcement.
- \_\_\_\_\_ It is common to be unsure if a report should be made and *it is ok* to talk to an administrator, counselor, or school psychologist to determine if you should report. However, talking to someone must *NOT* delay the reporting. It is acceptable for the reporter to request a pupil services member or administrator to be present when reporting.
- \_\_\_\_\_ The person who heard about/saw the abuse or neglect must be the one to call CPS.
- \_\_\_\_\_ A report to CPS or law enforcement is confidential and you are protected when you report in good faith.
- \_\_\_\_\_ Inform your administrator that a report was made to either CPS or the police department.

**How do I report?**

- \_\_\_\_\_ Call the Sheboygan County Child Protective Services (CPS) receptionist – 459-6418 **OR**
- \_\_\_\_\_ Call the Sheboygan Falls Police Department at 467-7902 (non-emergency number) or the liaison officer's cell at 946-9971.
- \_\_\_\_\_ If you call CPS, tell the receptionist you are reporting child abuse/neglect and would like to talk to the intake worker. **Reporter should not leave a phone message or an e-mail** when making a report.
- \_\_\_\_\_ You will need to have this information ready (obtain a reporting form from the office, an administrator or counselor or the staff resources page on the District website– the info below can be found in PowerSchool):
  - \_\_\_\_\_ Information about the student, parent(s), suspected abuser – names, addresses, relationships, phone number, and student's date of birth
  - \_\_\_\_\_ Specifics of the observed injury – what and where
  - \_\_\_\_\_ Remember or jot down any specific statements made by the student
  - \_\_\_\_\_ Any prior concerns you may have had.
  - \_\_\_\_\_ Answer any additional questions that may come up.
  - \_\_\_\_\_ It's ok to ask the intake worker questions as well.
- \_\_\_\_\_ Give a copy of your report to your administrator.

**Tips on Reporting:**

***Avoid:***

- Having several people interview a child to obtain information.
- Making a child's situation obvious to other students.
- Making promises to a child that is outside your ability to fulfill.

***Pursue:***

- Providing emotional support to the child.
- Protecting the child's privacy and confidentiality.
- Reporting without any delay to Child Protective Services (CPS) **or** the Sheboygan Falls Police Department.