

Required Suspected Child Abuse Reporting Procedures for Mandated Reporters

Students under the age of 18 are legally considered minors and therefore community college faculty and staff have a responsibility to report suspected child abuse.

Penal Codes §§11165 and 11166 include information about child abuse reporting **requirements** and state that faculty and any community college employee who has direct contact with enrolled minors are considered mandated reporters.

Faculty are not obligated to act in loco parentis (i.e. act with the authority and responsibility of the absent parent) for minors in their classes. Such students are expected to take primary responsibility for their own safety and conduct. However, since faculty are mandated reporters they are required by law to report suspected child abuse. Therefore, if you suspect or are informed that a minor in your class is being abused or neglected you must report your suspicion. Please refer to the following reporting procedures if you suspect abuse and/or neglect:

Mandated Reporting Procedures

1. Initiating the **Mandated** Report
 - a. Call Campus Police at 795-6640, or any police officer or welfare office.
 - b. If you contact campus police, ask to speak to a Police Officer. **NOTE:** Counter staff, dispatchers and Community Aides in that office are not authorized to take a report of child abuse.
 - c. Provide the following information to the Police Officer:
 - 1) Name, age and student ID # of the minor involved.
 - 2) Clear description of suspected abuse.

2. Written **Mandated** Report
 - a. Within 36 hours of making the initial telephone report, you must submit the Suspected Child Abuse Report, form SS 8572, (Penal Code 11166) to Campus Police. This form is available from Campus Police (795-6640) or online at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf
 - b. The Suspected Child Abuse Report is to be submitted to Campus Police, Attn: (the name of the officer to whom the telephone report was made), and marked "Urgent and Confidential".
 - c. The reporting party should keep a copy of the Suspected Child Abuse Report form for verification of completion of the reporting obligation.

CAUTION:

- The mandated reporting responsibility has not been discharged until both the telephone call and the Suspected Child Abuse Report form are complete.
- The mandated reporter is not to engage in any investigation of suspected abuse. The investigation will be conducted by Campus Police.
- Simply informing your supervisor, department chair, area dean or any other administrator of suspected child abuse is insufficient. You must make a report to a specified agency as noted above.
- Failure to comply with the suspected child abuse reporting requirements may lead to prosecution.
- You must protect the privacy of the student involved. Keep in mind, FERPA prevents you from discussing confidential information about students with your colleague(s).