



02-103—Reporting of Suspected Child Abuse or Neglect

The Board recognizes that the Utah law requires the reporting of child abuse and neglect by any person who has reason to believe that a child has been abused or neglected. To implement this law, the Board authorizes school administration to develop procedures for Pacific Heritage Academy employees to carry out the intent of the law.

Administration Procedures

- A. The Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and/or neglect shall report and cause reports to be made in accordance with the procedures of this policy.
- B. The Administration shall provide to all professional employees annual training on the subject of identifying and reporting children suspected of abuse or neglect.
- C. The Administration shall distribute annually to all school employees copies of this policy and the Child Abuse-Neglect Report Form.

Guidelines

- A. If a school employee knows or reasonably suspects that a child 17 years old or younger is being abused or neglected, the employee shall immediately make an oral report to the Executive Director, or Directors. Both the employee and the Administrator must make immediate contact to report the suspected abuse or neglect by telephone to local police, or the county sheriff, or the office of the Division of Family Services.
- B. To support the suspicion of abuse and neglect, professional school employees may (but are not required to) gather information by interviewing the child.
- C. If, after conducting the interview, it is determined that the child is in need of immediate medical attention, all involved staff shall follow the procedure for medical treatment for students. However, contact with a parent or guardian for purposes of determining the cause of the injury shall be avoided.
- D. If the information gathered from interviewing the child supports suspected child abuse or neglect the following actions shall be taken.
 - 1. The Executive Director or Directors shall immediately report the case by telephone to the local city police, or county sheriff, or office of the Division of Family Services.
 - 2. Within 24 hours after making the oral report, the school employee initiating the report shall complete and give to the Executive Director a completed Child Abuse-Neglect Report Form.

E. Upon receiving the Child Abuse-Neglect Report Form, the Executive Director shall:

1. Mail one copy within 24 hours to the agency receiving the oral report (local city police, or county sheriff, or office of the Division of Family Services).

2. Place one copy of all reported cases of suspected child abuse or neglect in a separate file to be maintained by the Executive Director or his/her designee. Note: The Child AbuseNeglect Report Form shall not be placed in the child's personal file.

F. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.

G. Pacific Heritage Academy employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or apparent neglect.

H. Pacific Heritage Academy employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. (UCA §78-3a-20.10)

I. Any Pacific Heritage Academy employee who willfully fails to report a case of suspected child abuse or neglect may face legal and/or disciplinary action up to and including termination of employment. (UCA §78-2a-19)