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| <b>TITLE:</b>       | <b>Procedures for Mandatory Reporting of Child Abuse</b> |
| <b>NUMBER:</b>      | <b>705 (formerly 401)</b>                                |
| <b>APPROVED BY:</b> | <b>President</b>                                         |
| <b>DATE:</b>        | <b>10/22/2012</b>                                        |

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Any employee of the Whatcom Community College, whether full- or part-time, who has reasonable cause to believe that a child has suffered abuse or neglect, shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as outlined in the **Reporters** section of this procedure. This report must be made at the first opportunity, and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect. Delineations of abuse or neglect are recorded in the **DEFINITIONS** section of this policy.

### Training

Whatcom Community College will communicate this policy to all college employees on an annual basis to ensure that they have knowledge about their reporting responsibilities, as well as communicate this policy to all newly hired employees.

### Reporters

Academic, administrative and athletic employees, including student employees, must make any report directly to the proper law enforcement agency or the department of social and health services. The Director for Human Resources will assist in reporting to these agencies.

All other employees must make any report directly to the Director for Human Resources. The Director for Human Resources must make a report to the proper law enforcement agency or the department of social and health services.

### Required Elements of Reports

As delineated in RCW [26.44.040](#), reports must contain the following information, if known:

- (1) The name, address, and age of the child;
- (2) The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
- (3) The nature and extent of the alleged injury or injuries;
- (4) The nature and extent of the alleged neglect;
- (5) The nature and extent of the alleged sexual abuse;
- (6) Any evidence of previous injuries, including their nature and extent; and
- (7) Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

### Reporting Guidance

The Director for Human Resources is the college's designee to receive reports and provide guidance regarding an employee's reporting obligations. The Director for Human Resources may designate another human resources employee as her/his designee in the event of her/his absence.

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**Immunity from Liability**

Any person reporting alleged child abuse or neglect in good faith shall be immune from any legal liability arising out of such reporting.

A person who, in good faith, cooperates in an investigation of a report of child abuse or neglect shall not be subject to civil liability arising out of his or her cooperation.

However, a person who, intentionally and in bad faith, knowingly makes a false report of alleged abuse or neglect or fails to report the alleged abuse or neglect, shall be guilty of a misdemeanor and violation of college policy.

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**DEFINITIONS****Abuse or neglect**

- means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW [9A.16.100](#); or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.

**Academic employee**

- means any teacher, counselor, librarian, or department head, who is employed by any college district, whether full or part time.

**Administrator**

- means any person employed either full or part time by the college district and who performs administrative functions as at least fifty percent or more of his or her assignments. The reporting requirement of Administrators As it pertains to this policy, athletic department employees, and student employees The reporting requirement in (a) of this subsection also applies to administrative and academic or athletic department employees, including student employees,

**All other employees**

- means any person employed by the college district, whether full or part time, including

**Athletic department employees and student employees**

- means, as defined by RCW [26.44.030](#) any person employed either full or part time by the college district as athletic department, and/or student employees

**Child or children**

- means any person under the age of eighteen years of age.

**Department**

- means the state department of social and health services.

**Law Enforcement**

- means the police department, the prosecuting attorney, the state patrol, or the office of the sheriff.

**RELEVANT LAWS**

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RCW [26.44.030](#)

RCW [28B.10](#)

## Child Protective Services (CPS) Report Form

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Location of Incident

\_\_\_\_\_  
Child's Date of Birth

\_\_\_\_\_  
Date of Incident

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Time of Incident

\_\_\_\_\_  
Parent/Guardian 2

\_\_\_\_\_  
Date Report Made

\_\_\_\_\_  
Address

\_\_\_\_\_  
Staff Witnessing Incident

\_\_\_\_\_  
Person Making Report to CPS

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name of CPS Intake Worker

### TYPE OF ALLEGED INCIDENT *(Check one or more):*

- ☐ Injury of child on campus, requiring medical attention
- ☐ Sexualized experimentation and/or touching by another child
- ☐ Parent reports serious home incident
- ☐ Child reports serious home incident
- ☐ Staff, volunteer, or partner agency staff suspected of abuse or neglect

- ☐ Verbal disclosure of abuse by child
- ☐ Indication of physical or sexual abuse, or gross neglect
- ☐ Significant sudden change in child's behavior
- ☐ Child's caregiver is seriously concerned
- ☐ Child missing or runaway
- ☐ Other: \_\_\_\_\_

**DESCRIPTION OF INCIDENT LEADING TO REPORT:** (What happened or what was observed, who, when, where, how was situation handled). Use separate or back of page if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a similar incident occurred with this child previously? ☐ Yes ☐ No

CPS Intake indicated that incident is not reportable ☐ Yes (if yes, must still submit form per the procedure)

What are your follow-up plans, suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Making Report

\_\_\_\_\_  
Signature of HR Director

**REPORTS MUST BE COMPLETED ASAP AND BY THE END OF THE DAY IN WHICH THE INCIDENT OCCURRED. VERBAL or EMAIL REPORT OF INCIDENT TO HR DIRECTOR MUST BE MADE AS SOON AS CPS REPORT COMPLETED.**

**Original: Confidential file in HR**