

**RESCIND BOARD REPORT 00-0823-PO4 AND ADOPT A NEW POLICY ON  
THE REPORTING OF CHILD ABUSE AND CHILD NEGLECT**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

That the Board adopt a new Policy on the Reporting of Child Abuse and Child Neglect.

PURPOSE: To provide a comprehensive policy on the reporting of suspected cases of child abuse and

child neglect by school personnel and others responsible for the child's welfare.

**POLICY TEXT:**

**I. DEFINITIONS**

An "abused child" means a child whose parent, immediate family member, parent's paramour, any

individual residing in the same home as the child, any employee or contractor at the child's school, or any other person responsible for the child's welfare:

inflicts, causes to be inflicted, allows to be inflicted, or creates a substantial risk of physical

- C. If the mandated reporter notifies his/her principal or another supervisor that they have called the Hotline to report suspected abuse by a school employee or contractor, he or she shall also complete a CPS Incident Report form and deliver it to his/her principal or supervisor.
- D. Within 48 hours after making a DCFS Hotline call, the mandated reporter shall fax a written confirmation of his/her oral Hotline report to DCFS ("written confirmation") at 312-808-4330 using the DCFS form attached to this policy. The DCFS written confirmation form is also found on the DCFS website at <http://www.dcf.state.il.us/DCFS/docs/act5-04.pdf>.

E. A mandated reporter shall not notify a parent, guardian, or suspected perpetrator of

allegations or investigations of suspected child abuse/neglect. Notification will be handled by DCFS or the police.

F. A mandated reporter shall preserve confidentiality by discussing his/her suspicions only with

? The principal or other CPS supervisor who is notified by the mandated reporter or by

DCFS that the Hotline has been called due to suspicion that a child was abused or neglected by any school employee or contractor shall:

- a. Prepare a CPS Incident Report, if the mandated reporter has not done so.
- b. Call the Chicago Police Department at 911, if he/she believes that:
  - i. the child needs medical attention; or
  - ii. an individual who works at the school has committed a crime against a child.
- c. Fax the written confirmation, the CPS Incident Report, and the police report (if available) to:

the MSD (for school-based employees) or Department Head (for non-school

- ii. the Law Department's Supervisor of Employee Discipline (3-1702);
- iii. the Office of Communications (3-1621).

d. Call the Office of Specialized Services, if he/she believes that any child needs crisis

C. Any Illinois teaching or administrative certificate or endorsement may be suspended for a period not to exceed one calendar year by the regional superintendent or for a period not to

exceed five calendar years by the State Superintendent of Education upon evidence that the

**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT:  
MANDATED REPORTERS**

DATE: \_\_\_\_\_

ABOUT: \_\_\_\_\_

Child's Name

Child's Birth Date

**If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.**

\_\_\_\_\_

Street Address

City

Zip Code

Parent/Custodians: \_\_\_\_\_

Name

\_\_\_\_\_  
Address (if different than the child's address)

This is to confirm my oral report of \_\_\_\_\_, \_\_\_\_\_, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?

\_\_\_\_\_



### INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

### MAILING INSTRUCTIONS

*[The following area contains a large number of horizontal lines, likely representing a redacted form or a series of blank lines for a mailing label.]*