

# YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

# YHALE

## CHILD ABUSE AND NEGLECT

### PURPOSE

Georgia law deems school teachers, administrators, counselors, visiting teachers, school social workers, psychologists, and volunteers as mandatory reporters., to be mandated reporters. If you have reason to believe that a child has suffered: (1) physical, non-accidental injury or injuries by a parent or caretaker, (2) neglect or exploitation by a parent or caretaker, (3) sexual abuse, or (4) sexual exploitation, please follow the protocol below to ensure that the appropriate authorities are notified. It has been developed to guide those persons who have been deemed mandated reporters in exercising this duty within the School structure.

### DEFINITION

- a. "Abused" means subjected to child abuse.
- b. "Child" means any person under 18 years of age.
- c. "Child abuse" means:
- d. Physical injury or death inflicted upon a child by a parent, guardian, legal custodian, or other person responsible for the care of such child by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
- e. Neglect of a child by a parent, guardian, legal custodian, or other person responsible for the care of such child;
- f. Emotional abuse of a child;
- g. Sexual abuse or sexual exploitation of a child;
- h. Prenatal abuse of a child by a parent;
- i. An act or failure to act that presents an imminent risk of serious harm to the child's physical, mental, or emotional health; or
- j. Trafficking a child for labor servitude.

### REPORTING PROTOCOL

If a child or other individual tells you about a situation that seems like it might require reporting, please take the following steps:

- 1) Immediately find the Principal, or if not available, the Principal's designee, and make a verbal report of the alleged incident of abuse/neglect in person (no written notes, e-mail, or text messages). Unless requested by the Responsible Administrator, do not provide written documentation to other personnel, even the child's classroom teacher.

- 2) If a Responsible Administrator is unavailable, call one of them on the phone (but do not text message information to them). If the student is with you, please have them sit in the Front Office with the receptionist so that they are supervised, and so that you have privacy to make your call.
- 3) If you choose, you may make a note in your personal record of the date, time, and brief nature of the alleged incident of abuse/neglect reported to the Responsible Administrator. Your personal record does not include school records. This is solely for your benefit, to keep track of when the alleged incident of abuse/neglect was reported and to whom it was reported. This information is not to be shared.
- 4) A staff member who makes a report to the Responsible Administrator is deemed to have fully complied with the law.
- 5) The responsibility for following up with the student, other staff members, family members, etc., DOES NOT lie with you. Please DO NOT conduct your own investigation.
- 6) Please be aware of the fact that there is likely pertinent information to which you are not privy regarding the situation. Please DO NOT make assumptions nor offer scenarios.
- 7) Making a verbal report of alleged abuse/neglect to the Responsible Administrator as outlined above is a CONFIDENTIAL matter and should be treated as such. If other personnel need to be informed regarding the situation or if follow up needs to be made with other staff members, the Responsible Administrator will do so.
- 8) It is important that all mandated reporters involved in providing services to children who are alleged to be abused/neglected follow this protocol. This protocol has been established so that appropriate, sensitive, and necessary services are provided in the best way possible.
- 9) Failure to comply with this protocol is actionable and penalties may range from a verbal warning to a written warning to non-renewal of contract or even termination.
- 10) Mandatory reporters are required to report child abuse immediately, but no later than 24 hours, to the person in charge of the school or designated delegate and mandatory reporters are required to report regardless of whether it is based on privileged or confidential communication.

#### Responsibility of School Administrator or Counselor

A Responsible Administrator who has reasonable cause to believe a student has been abused or neglected or receives an oral report based on reasonable cause of the same, shall immediately report by telephone or otherwise and followed by a report in writing (if possible) to DFCS or other agency providing protective services or, in the absence of such agency, to an appropriate police authority.

In the event that a Responsible Administrator receives an oral report based on reasonable cause, he or she may consult with the reporting staff member to obtain additional, relevant, and necessary information prior to making a report to the appropriate welfare agency or police authority. Under no circumstances may the Responsible Administrator exercise any control, restraint, or modification or make any other change to the information provided by the staff member when making a report in accordance with O.C.G.A. §19-7-5.