



# ADMINISTRATIVE PROCEDURES

No. 315.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## THE REPORTING OF KNOWN OR SUSPECTED CHILD ABUSE

1. Any child care giver who has knowledge of or observes a child in his/her professional capacity, or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse, shall report the known or suspected instance of child abuse to a child protection agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child protective agency" means a police or sheriff's department, a county probation department, or a county welfare department.

"Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in like position, drawing when appropriate on his/her training and experience, to suspect child abuse.

2. Any child care giver who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his/her emotional well being is endangered in any way, may report such known or suspected instance of child abuse to a child protective agency.
3. Any other person who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse may report known or suspected instance of child abuse to a child protective agency.
4. When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report and a single written report may be made and signed by a member of the team selected by mutual agreement. Any member who has knowledge that the member designated to report has failed to do so, shall thereafter make the report.
5. The reporting duties are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. Internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established if they are consistent with the Penal Code.
6. Telephone reports of the child protective agency shall include the name of the child, the present location of the child, the nature and extent of the injury, and any other requested information.

7. The identity of all persons who report shall be confidential and disclosed only when needed for court action, criminal prosecution, or court order.
8. The investigating agency shall inform the person making the report of the results of the investigation and any action taken in regard to the child or family.
9. Child care givers reporting a known or suspected instance of child abuse shall not be civilly or criminally liable for any required or authorized report. Any other person reporting a known or suspected instance of child abuse shall not incur civil or criminal liability unless it can be proven that a false report was made and the person knew that the report was false.
10. Persons taking photographs related to reports of suspected child abuse without parental consent shall not incur criminal or civil liability. However, this shall not be construed as granting immunity with respect to any other use of the photographs.
11. Any person who fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months, or by a fine of not more than five hundred dollars (\$500), or by both.

To remain consistent with the California State Penal Code, internal reporting procedures at the Mendocino-Lake Community College District shall include notification of the reporting parties' immediate supervisor who shall inform the appropriate Assistant Dean. The Assistant Dean will advise the Dean of Instruction who shall report the incident to the Superintendent/President.

References:

California State Penal Code, Sections 11165-11174; Policy Memorandum 81-87 California State Department of Education; Division of Child Development and Nutrition Services (12/10/81).

*Adopted: March 3, 1982*