

**HENRY COUNTY SCHOOLS EMPLOYEE/VOLUNTEER
PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

A.

<p>Procedures for staff members/volunteers that suspect child abuse/neglect:</p> <p><u>**If you believe a child is in immediate danger, call 911.</u></p>	<ol style="list-style-type: none"> 1. Volunteer or staff member will report to principal, assistant principal, or school designee immediately. <ul style="list-style-type: none"> o If school representative isn't available, call DFCS at 1-855-GA-CHILD o or 911 to report immediate danger 2. School Designee will complete report by phone or by electronic referral. <p>By Phone:</p> <ul style="list-style-type: none"> o Gather supportive information. o Complete the DHS Mandated Reporter Form o Call 1-855-GA-CHILD to report o Notify building principal and secure signature on the DHS Mandated Reporter Form. o Follow procedures in section C in regards to written report. <p>Electronically:</p> <ul style="list-style-type: none"> o Gather supportive information. o Complete the DHS Mandated Reporter Form o Email completed form to cpsintake@dhs.ga.gov <ul style="list-style-type: none"> o CC: Principal, SSW, SRO Supervisor, and the county report email at dfcsreports@henry.k12.ga.us o Follow procedures in Section C
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B.

<p>Procedures for when staff members/volunteers suspect that a Henry County Schools' employee has committed child abuse/neglect:</p>	<ol style="list-style-type: none"> 1. Immediately report to school principal, assistant principal, or designee. 2. School principal, assistant principal, or designee makes report to DFCS. 3. If principal, assistant principal, or designee is not available, immediately report to appropriate authorities (follow instructions in section A). 4. School principal, assistant principal, or designee makes a report to the School Superintendent (or designee). 5. School Superintendent reports to Board of Education.
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C.

<p>The Suspected Child Abuse Report</p> <p><u>THIS REPORT IS CONFIDENTIAL AND MUST BE MAINTAINED IN A SECURE LOCATION.</u></p>	<ol style="list-style-type: none"> 1. A copy must be maintained in the school in a secure location. 2. Email DHS Mandated Reporter Form to: <ul style="list-style-type: none"> • Principal • SRO Supervisor • School Social Worker • Email address: dfcsreports@henry.k12.ga.us 3. The completed DHS Mandated Reporter Form with principal's signature must be sent by interoffice mail to the Coordinator of Student Services before the close of the business day.
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Any school employee or volunteer who suspects child abuse or maltreatment is mandated to report and is authorized to report to DFCS and/or Law Enforcement as required by law.