

Policy © 5-402 Department of Child Safety Interview and Custody

Department of Child Safety Interview

When a Department of Child Safety (DCS) case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request that the DCS case worker complete the “Form for Signature of Interviewing Case Worker”. Staff will collect and retain the completed “Form for Signature of Interviewing Case Worker”. Staff will not impede a DCS case worker from performing the DCS case worker’s duties. Staff shall notify a student’s parent/legal guardian when a DCS case worker seeks to interview a student unless:

1. the offense was allegedly committed by the student’s parent/legal guardian, or
2. the offense was already reported to the police or DCS and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

The District may not prohibit a DCS case worker from speaking to any school employee, contractor or volunteer.

Department of Child Safety Custody of Student

If the DCS case worker intends to take custody of the student or otherwise remove the student from the campus, staff will request that the DCS case worker complete the “Form for Student Custody by Case Worker”. Staff will collect and retain the completed “Form for Student Custody by Case Worker”.

Identification Requirements

When a DCS case worker visits a school for the purpose of an interview, the District shall require the DCS case worker to present their DCS identification. The District may also request the DCS case worker to present a valid driver license or nonoperating identification license. The District shall not keep a digital or physical record of the DCS case worker’s personal identifying information but may keep a record of the DCS identification.

If the DCS case worker does not provide the forms of identification listed above, the District shall contact DCS and verify the case worker’s identification and employment.

Access to Records

To the extent permitted by the Family Educational Rights and Privacy Act (FERPA) and A.R.S. § 15-141, a DCS caseworker shall have access to educational records related to a student who is or was enrolled at the school.

Adopted:

Legal Authority:

[A.R.S. § 1-602\(A\)\(10\)](#)

[A.R.S. § 8-530.08](#)

A.R.S. § 15-141

[A.R.S. § 15-160.03](#)

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