

Keller ISD Administrative Regulation

Topic:	Student Welfare: Child Abuse and Neglect
Contact:	Janie Casey, Keith McBurnett, Mark Smith
Related Policy:	FFG (LEGAL)
Approval Date:	

Reporting Policy

- Every school employee, agent or contractor who suspects child abuse or neglect must submit a written or oral report to Child Protective Services or identified authorities within 48 hours or less of the suspicion.
- If a child self-reports, the person to whom the first outcry is made is the responsible party for making the report. Assistance is available from administrators, counselors, or the school nurse.
- It is recommended that two adults hear and observe the child.
- A case number is to be obtained from CPS at the time the report is made and must be written on the district approved form which is available in the counseling center or on the intranet.
- A written report must accompany the yellow form that is forwarded to the Director of Guidance and Counseling. The completed white form is maintained on the campus in a secured location.

Annual Distribution and Staff Development

- The district policy regarding child abuse and neglect shall be electronically distributed to all principals at the beginning of the school year by the Executive Directors of Elementary and Secondary Administration.
- Principals will distribute the policy to all campus personnel at the beginning of the school year and will address the policy in staff development programs at regular intervals throughout the year.