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**Reporting Child Sexual Abuse**  
**Policy Series: 5000 Personnel**

**Policy No. 5095**

9 **Purpose:**

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11 The purpose of this policy is to ensure that all employees understand their responsibility to  
12 promptly report suspected child sexual abuse and to support the protection and safety of  
13 students. The Board of Education is committed to maintaining a safe learning environment and  
14 recognizes that timely reporting of suspected abuse is critical to safeguarding children and  
15 ensuring that appropriate authorities can respond quickly and effectively.

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17 This policy establishes clear expectations and procedures for employees regarding the reporting  
18 of suspected child sexual abuse in accordance with applicable law. The Board affirms that all  
19 school employees are mandatory reporters and that concerns regarding possible abuse must be  
20 reported immediately to the appropriate authorities so that students receive protection, support,  
21 and appropriate intervention.

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24 **Reporting of Child Abuse**

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26 Whenever any employee of the District knows or reasonably believes that a child has been  
27 neglected, or physically or sexually abused, such employee shall immediately (within 24 hours)  
28 **notify the administrator or building principal and together they will** notify the nearest peace  
29 officer, law enforcement agency or office of the State Division of Child and Family Services  
30 (DCFS). ~~Under such circumstances, the employee shall **also** notify the building principal. A~~  
31 **report to the principal does not satisfy the employee's personal duty to report to law**  
32 **enforcement or DCFS. It is the practice of Provo City School District for the employee to**  
33 **complete this report to law enforcement or DCFS together and to complete the required**  
34 **documentation which must be submitted to Student Services for appropriate reporting to the**  
35 **Utah State Board of Education.**

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37 It is not the responsibility of school employees to prove that the child has been abused or  
38 neglected or determine whether the child is in need of protection. Investigations are the  
39 responsibility of the Division of Child and Family Services. Investigation by education personnel

40 prior to submitting a report should not go beyond that necessary to support a reasonable belief  
41 that a reportable problem exists.

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43 School officials shall cooperate appropriately with DCFS and law enforcement agency  
44 employees authorized to investigate charges of child abuse and neglect, assisting as asked as  
45 members of interdisciplinary child protection teams in providing protective, diagnostic,  
46 assessment, treatment, and coordination services, including:

- 47 1. allowing appropriate access to students;
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49 2. allowing authorized agency employees to interview children consistent with DCFS and  
50 local law enforcement protocols;
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52 3. making no contact with parents/legal guardians of children being questioned by DCFS or  
53 local law enforcement; and
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55 4. cooperating with ongoing investigations and maintaining appropriate confidentiality.

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57 The employee shall maintain the confidentiality of and not disclose any information learned in  
58 connection with an investigation except with those persons with whom the employee is required  
59 to cooperate, including the Division, law enforcement, the State Board of Education, or  
60 supervisory District officials. Persons making reports or participating in an investigation of  
61 alleged child abuse or neglect in good faith are immune from any civil or criminal liability that  
62 otherwise might arise from such actions, as provided by law.

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64 The anonymity of those reporting or investigating child abuse or neglect will be preserved and  
65 information provided pursuant only to the manner provided for in Utah Code § 80-2-1005.

### 66 67 68 **Reporting of Child Abuse by a School Employee**

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70 An employee who has reasonable cause to believe that a student may have been physically or  
71 sexually abused by a school employee shall immediately report that belief to **both** the school  
72 principal **and** the Superintendent. A District administrator, including the Superintendent, who  
73 has received such a report or who otherwise has reasonable cause to believe that a student  
74 may have been physically or sexually abused by an educator shall immediately report that  
75 information to law enforcement and the Division of Child and Family Services **and** to the State  
76 Board of Education and the Utah Professional Practices Advisory Commission.

### 77 78 79 **Legal References**

- 80 Utah Admin. Rules R277-217-3(5), (6) (January 10, 2024)
- 81 Utah Admin. Rules R277-401-3 (September 21, 2017)
- 82 Utah Code § 80-2-602 (2022)
- 83 Utah Code § 80-2-1005 (2025)

84 [Utah Admin. Rules R277-217-3\(5\) \(January 10, 2024\)](#)

85 [Utah Code § 53E-6-701 \(2022\)](#)

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88 **Board Approved:** April 21, 2026

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