

# **FCHS Mentor Program Mandatory Reporting of Abuse and Neglect Procedure**

All staff, agency representatives, and volunteers must adhere to the following mandatory reporting procedures:

## **Suspected Child Abuse or Neglect**

1. All suspected incidents of child abuse or neglect, recent or otherwise, must be reported to the program coordinator immediately, the same day if possible.
2. The program coordinator must fill out the Child Abuse and Neglect Report form detailing critical information about the alleged incident of abuse or neglect. Once completed and reported, this form will be kept in the mentee's file folder.
3. The program coordinator must then file a report with the state Department of Social Services (DSS) within 24 hours **per state statute**.
4. If knowledge of the suspected abuse or neglect occurs during non-business hours, the mentor must 1) contact the agency crisis staff on beeper, or 2) make the report to the local community abuse hotline or directly to DSS. The mentor must first attempt to contact agency/program staff. If unable to do so at the time, he/she must file a report with the program coordinator by noon the next business day. The program coordinator must follow steps 1 and 2 above and follow up with the DSS to ensure the report was adequately made by the mentor.
5. In some cases, the DSS may require the mentor to be interviewed or make contact with them directly. In such cases, the program coordinator will accompany the mentor as allowed by DSS.

## **Suspected Child Abuse or Neglect by Program Staff or Volunteers**

1. The same procedures outlined above will be followed for any suspected child abuse and neglect by any staff person, program representative, or volunteer.
2. In addition, the alleged abuser will be investigated by the FCFS Mentor Program oversight committee.
3. During such an investigation, the alleged abuser will be immediately restricted from contact with youth, placed on employment probation, terminated, or suspended from participation in the program.
4. In the case of suspicion of a mentor, the parent/guardian will be immediately informed of the suspicion.

(Reporting Form follows)

## Child Abuse and Neglect Report

Date: \_\_\_\_\_

Person making report to FCHS Mentor Program: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Reported to: \_\_\_\_\_ Date: \_\_\_\_\_  
(DSS Staff name)

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Name of child: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

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Name of person suspected of abuse or neglect: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Describe suspected abuse or neglect; include the nature and extent of the current injury, neglect, or sexual abuse to the child in question:

Describe, if known, the circumstances leading to the suspicion that the child is a victim of abuse or neglect:

Describe, if known, any previous injuries, sexual abuse, or neglect experienced by this child or other children in this family situation and any previous action taken, if any.