



Policy: Abuse and Neglect Reporting

ChildNet Number: CN 004.001

Original Approved Date: June 17, 2003

Policy Revised Date(s): February 5, 2004; June 13, 2007; August 15, 2007; March 17, 2010

Policy Sunset Date:

COA Standard(s): RPM 1

Statement of Policy:

ChildNet ensures that all employees adhere to mandatory reporting requirements in situations where the employee knows of or suspects abandonment, abuse, neglect or exploitation of a child under ChildNet's care and or supervision.

Board Chair's Signature:

Date:

11-15-10



Procedure: Abuse and Neglect Reporting

ChildNet Number: CN 004.001

Original Approved Date: June 17, 2003

Procedure Revised Date(s): February 5, 2004; June 13, 2007; August 15, 2007; March 17, 2010; May 14, 2014, August 10, 2022

Procedure Sunset Date:

COA Standard(s): RPM 1

Definitions (If any):

Mandatory Reporter: Individuals in specified occupational categories who are required by law to report knowledge of or reasonable suspicion that a child is abused, abandoned, neglected by a parent, custodian, caregiver or other person responsible. The names of mandatory reporters are included in the record of the report; however, such names are held confidential and exempt as provided by law.

Florida Abuse Hotline: The central abuse reporting center, which receives and processes reports of known or suspected child abuse, neglect or abandonment 24 hours a day, seven days a week 1-800-96-ABUSE (1-800-962-2873) or by facsimile to 1-800-914-0004.

Statement of Procedure:

In order to ensure that all ChildNet employees make timely, accurate and complete reports to the Florida Abuse Hotline in situations where such reports are warranted, the following procedures are performed consistent with, but not limited to the application of the provisions of Florida Statute Section 39.202, and Florida Administrative Code (Chapters 65C-29.002 and 65C 30.007).

Procedures:

All ChildNet employees are mandatory reporters subject to the mandatory reporting requirements pursuant to Florida law in addition to internal incident reporting criteria. The following procedures apply to reports concerning children under ChildNet's care or supervision:

1. If a ChildNet employee knows or has reasonable cause to suspect abuse, abandonment, neglect, threatened harm, sexual abuse, or exploitation of a child under ChildNet's care or supervision he or she immediately makes a report to the Florida Abuse Hotline.
2. In emergency cases where a child is in immediate danger, ChildNet employees are authorized to call 911 for local law enforcement and when applicable, call the Florida



Abuse Hotline to report the immediate danger. The ChildNet employee remains with the child on location to report to law enforcement so long as it is safe to do so.

3. If a becomes aware of conditions or activities in the child's home, placement home or another location that threaten the safety of the child, he or she takes such steps as are necessary to protect the child and immediately reports allegations of abuse, neglect or abandonment to the Florida Abuse Hotline.
4. The Dependency Case Manager (DCM) or other ChildNet employee generating such report contacts the hotline at 1-800-96-ABUSE (1-800-962-2873) or by facsimile to 1-800-914-0004.
5. The DCM or other ChildNet employee records the individual operator identification number and ensures that a copy of the report and facsimile confirmation are placed in the child's case file pursuant to procedures allocated in CN 003.005 Case Chronological Documentation for Client Services.
6. The /DCM or other ChildNet employee generating the abuse report provides all available information to the hotline including: names and addresses of the child, parent or caregiver, child's age, race, sex and siblings names, nature and extent of alleged maltreatment, identity of perpetrator, if known; the reporter's name, address and telephone number; directions to the child's location at the time of the report.
7. After reporting pertinent details to the abuse hotline, the DCM or other ChildNet employee completes an Incident Report. There may be occasions where the abuse report may not be accepted by the hotline; however, the Incident Report is required anytime an employee makes a report. The procedures governing Incident Reports are set forth in CN 13.006 Incident Report Identification and Response.
8. If the child is in a licensed home or facility, the assigned DCM also completes a licensing concern.
9. ChildNet employees acknowledge that violations of the abuse reporting policy will result in disciplinary action up to termination. The policy governing Corrective Actions are set forth in CN 009.049 Corrective Actions.

President's Signature:

Date:

09-06-22