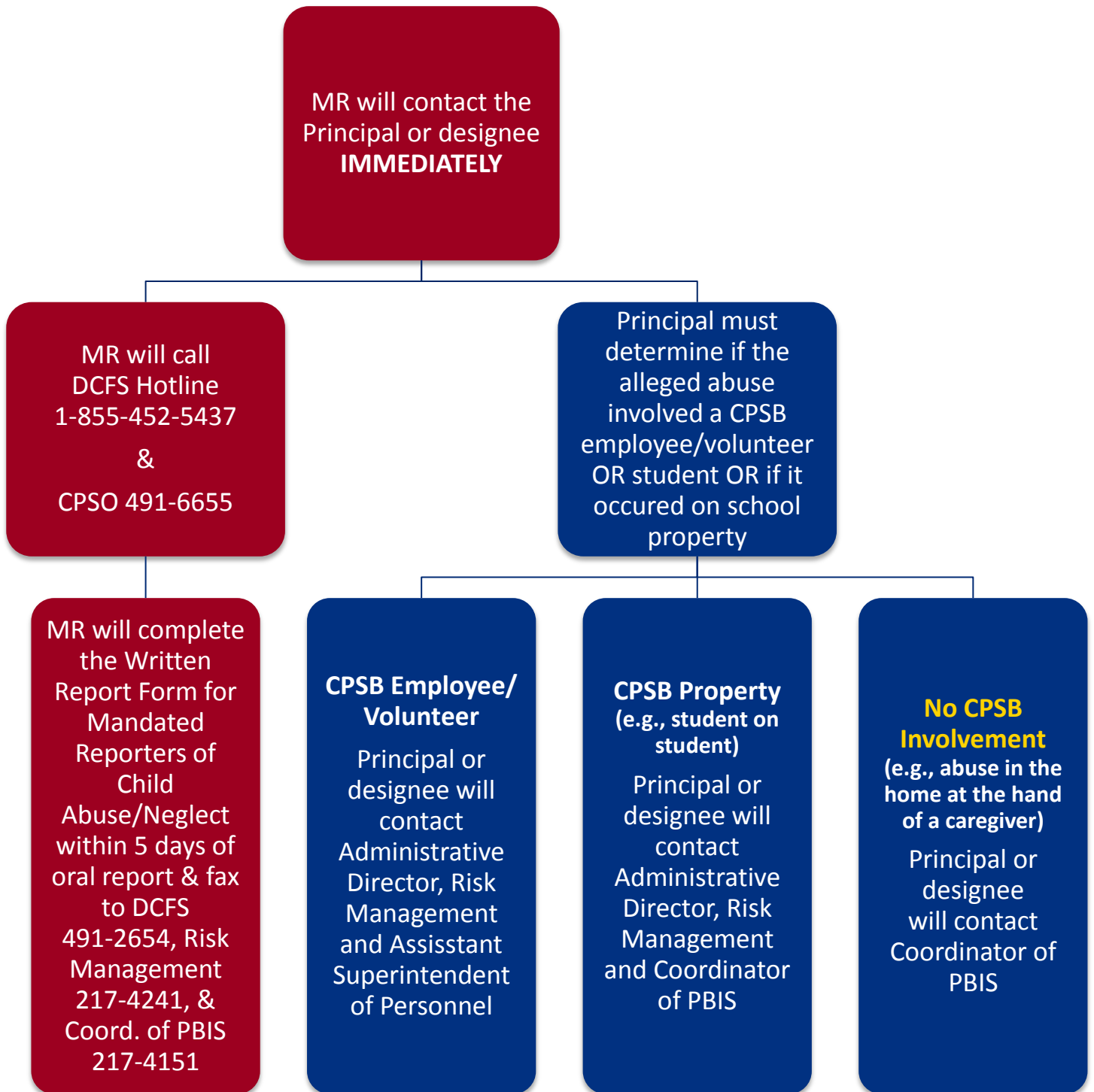


Mandatory Reporting Procedures for CPSB Employees & Administrators

When a mandated reporter (MR) has cause to believe or suspects child abuse/neglect exists, or child abuse arises, it is the his/her LEGAL OBLIGATION to REPORT IMMEDIATELY, even if the he/she is not completely sure that maltreatment occurred. An employee has not satisfied the obligations as mandated reporter until he/she calls and makes a follow-up written report. The role of each principal or his/her designee is to provide support to his/her staff to meet the mandated requirements and to advise the district personnel as defined below.



Red: Mandatory Reporter's responsibilities

Blue: Principal or Designee's responsibilities

Important Notes:

1. The Written Report Form for Mandated Reporter of Child Abuse/Neglect must be completed and submitted by the original mandated reporter; not a principal, counselor, or supervisor.
2. **REPORT IMMEDIATELY!** CPSB employees may not conduct an independent investigation before fulfilling their legal obligations to report.
3. Please limit the number of times a child is questioned regarding suspected abuse/neglect. The need to obtain information for personnel and discipline is secondary.