

ADMINISTRATIVE RULE 454

AR 454 - Child Abuse/Neglect Reporting Procedures

A. The School District of Fort Atkinson requires all employees of the District to report to Jefferson County Human Services (JCHS) those situations in which the employee suspects, as witnessed during the course of professional duties, that a child has been abused or neglected or has reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur. The employee shall make contact with JCHS as soon as possible.

B. The District employee shall immediately inform his/her administrator, or the administrator's designee, of the suspected abuse and contact JCHS and ask to speak to a child protection services worker in the presence of the administrator or administrator's designee. The employee should be prepared to describe the following:

- What was reported by the child
- What follow-up questions were asked
- What documentation (if any) of the injuries was recorded
- The child's identifying information
- When the child will be returning to the place of the suspected abuse/neglect
- What other siblings and/or school-age children are residing in the residence where the suspected abuse and/or neglect occurred (if known)

C. If the employee in the administrator or administrator's designee presence is unable to make contact with JCHS, the employee should immediately report the incident to the Fort Atkinson Police Department.

D. If the suspected abuse or neglect is from an in-home caregiver and the student may be in immediate danger, the employee in the administrator or administrator's designee presence will contact the Police Liaison Officer or Police Department and not release the child until law enforcement arrival.

E. After having reported the situation to JCHS, the employee should secure the District form "Report of Child Suspected Abuse or Neglect" (see Appendix A) from the building principal and inform him or her of the incident. The report should be completed as soon as possible.

F. Two photocopies of the completed report should be forwarded to the building principal who, in kind, forwards a copy to the District Administrator. All written and orally exchanged information shall be carefully guarded and maintained in a confidential manner.

Legal Ref.: Sections 48.981, 121.02(1)(e), 121.02(1)(n), Wisconsin Statutes

Cross Ref.: PI 8.01(2)(e), Wisconsin Administrative Code

www.fortschools.org/boardpolicies



201 Park Street
Fort Atkinson, WI 53538
920-563-7800

Board Policy 454 – Reporting of Suspected Child Abuse or Neglect