



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Child Abuse and Neglect Reporting Requirements

NUMBER: BUL – 1347.2

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Office of General Counsel

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POLICY: It is the policy of the Los Angeles Unified School District (District) that all District employees shall report instances of suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report thereof to the same child protective agency called within 36 hours of receiving the information concerning the incident.

MAJOR CHANGES: This Bulletin replaces Bulletin No. BUL-1347.1 on the same subject issued by the Office of General Counsel, dated October 26, 2009. It provides updated information and clarification of guidelines for reporting suspected child abuse and neglect, as required by law.

GUIDELINES: The following guidelines apply:

I. Background

The District recognizes that it is the responsibility of all staff to protect students from abuse and neglect by becoming knowledgeable about abuse and neglect, its indicators, filing mandatory suspected child abuse reports as required, and cooperating with child protective agencies. This bulletin ensures that all District employees have access to the information needed to fulfill their mandated child abuse reporting legal obligations.

II. District Employees as Mandated Reporters of Suspected Child Abuse

- A. Pursuant to District policy, ALL District employees are mandated reporters of suspected child abuse/neglect. State law applies to certificated employees, health practitioners, school police, employees of child care centers, instructional aides, teachers' aides, teachers' assistants, and classified employees as mandated reporters of suspected child abuse.
- B. All mandated reporters with actual knowledge or reasonable suspicion of child abuse/neglect must: 1) Call the appropriate local law enforcement department or the Department of Children and Family Services (DCFS) IMMEDIATELY, or as soon as practically possible, AND 2) Submit the written report to the agency called within 36 hours of receiving the information (see Section XI – Making a Suspected Child Abuse Report).

ROUTING:
All Employees
Administrators



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- C. Employees reporting suspected child abuse to a school principal, site administrator, supervisor, school nurse/doctor, school counselor, co-worker, or other person(s) do not fulfill their individual responsibility to make a mandated telephone and written report to an appropriate child protective agency.
- D. Employees discussing or reporting suspected child abuse to the LAUSD's Los Angeles School Police Department (LASPD) do not fulfill their individual responsibility to make a mandated report to an appropriate child protective agency.
- E. School volunteers are not mandated reporters of suspected child abuse. However, the District encourages volunteers to speak to an administrator promptly regarding any inappropriate incident, conduct, or behavior.

III. Legal Protection for Employees as Mandated Reporters

- A. State law provides immunity from civil or criminal liability for mandated reporters who file suspected child abuse reports.
- B. The District will defend employees who file suspected child abuse reports in the course and scope of their employment consistent with District policy against any actions/claims that may be made as a result of such reports.

IV. Individual Employee Liability for Failure to Report Suspected Child Abuse

- A. Failure to comply with this policy may subject an employee to professional liability, as well as discipline, demotion, dismissal, and the possible suspension or revocation of credentials.
- B. Failure to comply with the mandated suspected child abuse reporting requirements may also subject an employee to personal civil liability which can result in the cost of defense and subsequent related damages the child incurs, if any.
- C. Any employee, as a mandated reporter of suspected child abuse, who fails to report any instance of abuse or neglect, while knowing or reasonably suspecting abuse or neglect, can incur criminal liability of a misdemeanor punishable by imprisonment in the county jail for a maximum of six months, a fine up to \$1,000, or both.

V. Child Protective Agencies

- A. An employee suspecting child abuse/neglect must file their mandated suspected child abuse report with one of the following child protective agencies:



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1. Los Angeles County Department of Children and Family Services (DCFS) at (800) 540-4000 (24 hours per day – 7 days per week).
2. Local Law Enforcement Departments (City Police Departments and Los Angeles County Sheriff's Department) – depending on the local law enforcement department with jurisdiction over the location where the suspected child abuse occurred (see Attachment A - Local Law Enforcement Departments Serving LAUSD Schools).
3. Early Education Centers and State preschools must also report incidents to the Department of Social Services (DSS) Community Care Licensing Office at (310) 337-4335 (Culver City Office) or (323) 981-3350 (Monterey Park Office).

B. The District's Los Angeles School Police Department (LASPD) is not a child protective agency and is not authorized to take reports of suspected child abuse. Therefore, District employees, as mandated reporters, must not file a report of suspected child abuse with LASPD Officers or School Security Officers.

VI. Reportable Victims of Suspected Child Abuse

- A. Reportable victims of suspected child abuse include any individual under the age of 18.
- B. Child abuse can be committed by (1) an adult (an individual 18 years or older) to a child or student under 18 years old, (2) by a child or student of any age to another child or student under 18 years old, and (3) by a non-student under 18 years old to a child or student under 18 years old.
- C. Students age 18 or older are not reportable victims of suspected child abuse. However, administrators must take appropriate action to address inappropriate conduct involving students of any age.
- D. Students age 18 or older who are determined to be dependent adults are reportable victims of suspected dependent adult abuse to an adult protective agency (see District policy bulletin, "Dependent/Elder Adult Abuse and Neglect Reporting Requirements").

VII. Definitions of Child Abuse

The following are examples of child abuse:

Note: An employee who has a question or is unsure about whether or not conduct, behavior, or an incident should be reported as suspected child abuse may call a child protective agency, such as the Department of Children and



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Family Services (DCFS) at (800) 540-4000 (24 hours per day – seven days per week), the Los Angeles Police Department (LAPD) at (213) 486-0530 (7:30 a.m. – 4:30 p.m. – Monday through Friday), or the local law enforcement department serving the school. However, regardless of any discussion with a child protective agency representative, an employee who reasonably suspects child abuse must make the telephone and written report of suspected child abuse.

- A. Physical Abuse - Physical injury (external or internal) such as a bruise, welt, burn, or cut inflicted on a child by other than accidental means by another person. “Hazing” may constitute physical abuse.
- B. Sexual Abuse - Sexual assault or sexual exploitation. Sexual assault includes rape, statutory rape, rape in concert, incest, sodomy, lewd or lascivious acts upon a child, oral copulation, penetration or intrusion of a genital or anal opening, including the use of any object, intentional touching of the genitals or intimate parts or the clothing covering them, or child molestation. Sexual exploitation includes conduct or encouragement of activities related to pornography depicting minors and promoting prostitution by minors. “Hazing” may constitute sexual abuse.
- C. Non-Consensual vs. Consensual Sexual Activity - Sexual abuse as defined by statute. Certain sexual conduct, even between consenting parties, may constitute child abuse. Child abuse reporting laws require mandated reporters to report as suspected child abuse conduct that has been defined as unlawful under the California Penal Code. The reportable acts are as follows:
 - 1. Non-Consensual acts of sexual abuse (defined above) must be reported (even when the perpetrator is a minor). *It is important to note that, in instances of suspected child-on-child sexual abuse, it may be appropriate to report both children/students as victims of suspected child abuse, depending on the circumstances and ages.*
 - 2. Consensual sexual acts or “lewd and lascivious” conduct involving a minor must be reported in the following circumstances:
 - a. The minor is under 14 and the partner age 14 years or over are engaged in consensual sexual intercourse; or
 - b. The minor is under 16 and an adult age 18 years or older are engaged in consensual sexual intercourse; or
 - c. The minor is 14 or 15 years of age and an adult 10 years older or more are engaged in “lewd and lascivious conduct.”
 - 3. A minor’s pregnancy in and of itself does not constitute child abuse.



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One must consider the age of the minor at the time of conception and the circumstances under which conception occurred (e.g., physical abuse, duress, statutory sexual assault).

NOTE: There is no obligation to ask for ages of the minor and partner prior to making a report of suspected child abuse.

- D. Neglect - The negligent treatment or maltreatment of a child by a person responsible for the child's welfare indicating harm or threatened harm to the child's health or welfare (includes acts or omissions). "Severe neglect" is defined as the negligent failure to protect a child from malnutrition, medically diagnosed non-organic failure to thrive, or causing or permitting the child's person or health to be endangered. Such neglect includes the intentional failure to provide the child with adequate clothing, food, medical care, shelter, or supervision.
- E. Willful Cruelty or Unjustifiable Punishment - A situation where any person willfully causes, inflicts or permits unjustifiable physical pain or mental suffering, or a caregiver willfully causes or permits the child to be placed in a situation in which the child's person or health is endangered. Endangerment and cruel punishment are both required reportable categories of child abuse, even if no injury is sustained.
- F. Mental Suffering, Emotional Well-Being - A situation where any mandated reporter has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any way.

VIII. What "Child Abuse" Does Not Include

- A. The use of an amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to a person(s) or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil.
- B. A mutual fight or physical altercation between minors. While it is not child abuse, school personnel must address any physical violence on campus.
- C. Pregnancy in and of itself.

IX. "Reasonable Suspicion"

- A. "Reasonable suspicion" means that it is objectively reasonable for a person to contemplate a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or



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her training and experience, to suspect child abuse or neglect. For example, child abuse is brought to the attention of the mandated reporter from any spoken or written source, including but not limited to: the alleged victim, a friend of the alleged victim, a colleague, or anonymous source or individual.

B. "Reasonable suspicion" does not require proof or investigation by the reporting party.

X. "Clarification" vs. "Investigation"

A. "Clarification" (for purposes of this bulletin) is an attempt to glean sufficient information from the disclosing person or source to determine whether reportable child abuse has occurred. An example may be asking a child, "What is wrong?" and receiving a response that may trigger reasonable suspicion of suspected child abuse.

B. "Investigation" (for purposes of this bulletin) is a formal process that consists of interviewing the victim(s), any witnesses, alleged perpetrator(s), and other individuals, as well as gathering information, in order to determine the truth of the allegation. School personnel ***may not*** conduct an "investigation" in response to an allegation of child abuse.

1. District officials/administrators may conduct administrative investigations only subsequent to the conclusion of the child protective agency's investigation or when such agency advises District officials to "handle the matter administratively."
2. District officials/administrators are responsible for monitoring the status of the child protective agency's child abuse investigation. However, immediate steps should be taken to protect any alleged victim of inappropriate conduct.

C. In instances involving employees, other adults on campus, or students as the alleged perpetrator(s) of suspected child abuse, the site administrator/supervisor has dual responsibilities as follows:

1. Ensure that a suspected child abuse report has been made to an appropriate child protective agency.
2. Unless otherwise informed by the child protective agency, the site administrator/supervisor shall investigate the alleged inappropriate conduct, including, but not limited to, addressing any alleged or possible sexual harassment, to determine whether employee or student discipline is warranted. This investigation is separate from child abuse reporting responsibilities.



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XI. Making a Suspected Child Abuse Report

Once a District employee witnesses, has been made aware of, has knowledge of, or reasonably suspects that an incident, behavior, or conduct may be an indication of suspected child abuse, the employee shall (1) make a telephone report of the suspected child abuse immediately, or as soon as practically possible, to an appropriate child protective agency, either the Department of Children and Family Services (DCFS) or the local law enforcement department serving the school, and (2) prepare and send a written report, "Suspected Child Abuse Report," Department of Justice (DOJ) form SS 8572, to the agency called within 36 hours of receiving the information.

A. Telephone Report

1. The telephone report must be made immediately, or as soon as practically possible, to the Department of Children and Family Services (DCFS), at (800) 540-4000 (24 hours per day – seven days per week), or the local law enforcement department serving the school.
 - a. Schools served by the Los Angeles Police Department (LAPD) can call (213) 486-0530 (7:30 a.m. – 4:30 p.m. – Monday through Friday).
 - b. Schools not served by LAPD can call the Los Angeles County Sheriff's Department or the city law enforcement department serving the school (see Attachment A).
2. A report of suspected child abuse is to be made to only one child protective agency, either the Department of Children and Family Services (DCFS) or the local law enforcement department serving the school. However, child abuse occurring at an early education center or preschool must also be reported to the Department of Social Services (DSS).
3. When making the telephone report, the reporting person should provide the child protective agency representative taking the telephone report with the following information:
 - a. Identify themselves as a mandated reporter.
 - b. Reporter's name, business address, and work telephone number.
 - c. When an employee is reporting suspected child abuse and another employee has knowledge of the same suspected child abuse, the employee making the telephone report should provide the agency representative with the names and contact information for both



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- employees.
- d. Child's name, date of birth, address, telephone number, school, grade, class, and present location (if known).
 - e. Parents' or guardians' contact information.
 - f. Provide the information that gave rise to the reasonable suspicion of child abuse, including the names and contact information of any sources or witnesses.
 - g. Provide, if available, the name, address, telephone number, and other relevant personal information about the person(s) who might have abused the child.
4. During the telephone report, the reporting person should also do the following:
- a. Document the date and time the call was made.
 - b. Record the name and address of the agency called, the name of the person taking the report, their title, and ID/badge number.
 - c. Inform the agency representative of the time school is dismissed and, if known, how the child goes home (i.e., school bus, parent, walking, etc.).
 - d. Ascertain and record the agency's plan regarding what action will be taken, including when an investigation will be initiated, if the agency representative indicates that an investigation will occur.
 - e. Clarify and record the agency's directive as to what the school should or should not do regarding the victim and/or the alleged perpetrator(s) involved in the report.
 - f. If advised by the agency representative that there will be no investigation and/or the school is to handle the matter administratively, the mandated reporter must still complete and submit the written report to the agency called.
 - g. The reporter may request information regarding the results of the investigation from the child protective agency representative.
5. An employee who has a question or is unsure about whether or not behavior, conduct, or an incident should be reported as suspected child abuse may call a child protective agency, such as the Department of Children and Family Services (DCFS) at (800) 540-



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4000 (24 hours per day – 7 days per week), the Los Angeles Police Department (LAPD) at (213) 486-0530 (7:30 a.m. – 4:30 p.m. – Monday through Friday), or the local law enforcement department serving the school.

6. However, regardless of any discussion with a child protective agency representative, an employee who reasonably suspects child abuse must make the telephone and written report of suspected child abuse.

B. Written Report

1. After making the telephone report, but no later than 36 hours of becoming aware of the incident/conduct/behavior giving rise to the suspected child abuse, the mandated reporter is to complete the “Suspected Child Abuse Report,” Department of Justice (DOJ) form SS 8572 and mail it to the agency called. Note: Employees making the telephone report of suspected child abuse to the Department of Children and Family Services (DCFS) may file their written report directly on the DCFS website - dcfs.co.la.ca.us.
 - a. Identifying information must be provided in full. Include the school name and address in Part A of form SS 8572.
 - b. Statements concerning observations of the student’s injuries, condition, or behavior should be factual, objective, and complete.
 - c. Any information the reporter has describing how any injuries occurred or any aspect of the allegations should be reported verbatim, as space allows. Quotation marks should be used where appropriate.
 - d. Statements of personal judgment or opinions concerning the child or the alleged perpetrator should be avoided.
 - e. Name(s) and age(s) of alleged perpetrator(s) should be included, if known.
 - f. Additional observations, information, and photographs, if available, should be attached.
2. Mailing the “Suspected Child Abuse Report” Form
 - a. When reporting to a local law enforcement department, send the completed form to the department to which the telephone report was made. See Attachment A for a complete list of local law enforcement departments serving the District. The address for the Los Angeles Police Department (LAPD) is as follows:



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LAPD - Child Abuse Unit
100 W. First Street - Room 351
Los Angeles, CA 90012

- b. When reporting to the Department of Children and Family Services (DCFS), send the form to the following address:

DCFS - Child Abuse Hot Line
1933 S. Broadway
Los Angeles, CA 90007

- c. An employee making the telephone report of suspected child abuse to the Department of Children and Family Services (DCFS) may file the written report directly on the DCFS website-dcfs.co.la.ca.us. Employees who make the telephone report to the DCFS and file the written report on the DCFS website are not required to mail in the written report to the DCFS.
3. Additional copies of DOJ form SS 8572 may be printed from the following websites:
 - a. LAUSD website - schoolsafety.lausd.net/report_child_abuse
 - b. DCFS website - dcfs.co.la.ca.us
4. If advised by the agency representative that there will be no investigation and/or the school is to handle the matter administratively, the mandated reporter must still complete and submit the written "Suspected Child Abuse Report," Department of Justice (DOJ) form SS 8572 to the agency called.
5. The employee reporting suspected child abuse may retain a copy of the "Suspected Child Abuse Report" for their records as documentation that a report was made in a timely manner.
6. Written "Suspected Child Abuse Reports" are to be completed only by the reporter and may be handwritten, printed, typed, or filed on-line (DCFS only). The contents of Suspected Child Abuse Reports and the identity of the reporter must remain confidential (unless otherwise prescribed by law). To ensure confidentiality for all parties, no other individual, including clerical and other office staff, may read, type, file or be apprised of reports of suspected child abuse.

C. Primary Centers and Preschools - Additional Reporting Requirements

Any incidents of suspected child abuse that occur while a child is in the



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care of early education centers and State preschools must be reported in accordance with the suspected child abuse reporting procedures described above. In addition, mandated reporters must also make a report to the Department of Social Services (DSS) – Community Care Licensing Office. There are two offices serving LAUSD Early Childhood Education Division programs; please check with the Early Childhood Education Division to determine which office has responsibility over your program site. Such reports shall be made as follows:

1. Make the telephone and written suspected child abuse report to an appropriate child protective agency.
2. Immediately thereafter, telephone the Department of Social Services (DSS) - Community Care Licensing Office at (310) 337-4335 (Culver City Office) or 323-981-3350 (Monterey Park Office) and make an oral report.
3. Complete and mail an “Unusual Incident/Injury/Death Report” DSS Form LC 624, within 7 days to:

Department of Social Services
Community Care Licensing
6167 Bristol Parkway - Suite 400
Culver City, CA 90230

or

Department of Social Services
Community Care Licensing
1000 Corporate Center Drive
Monterey Park, CA 91754

D. School Medical Professionals (School Nurses and Doctors)

School nurses and doctors making a telephone and written report of suspected child abuse to an appropriate child protective agency must also complete a “Medical Report: Suspected Child Physical Abuse and Neglect Examination,” State of California, California Emergency Management Agency, Cal-EMA 2-900, and send it to the agency called.

XII. Prohibited Actions

- A. For purposes of suspected child abuse reporting, any individual bringing forth an allegation of abuse should not be made to repeat the allegation or to provide a written statement regarding the allegation prior to the report being made. Any child who discloses that he/she was abused should not be asked to provide a written statement or to repeat the information to other adults at the site prior to making a suspected child abuse report.



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- B. Prior to making a report, mandated reporters must not investigate, seek to verify the suspicion, or attempt to prove that abuse has occurred. Investigation (questioning witnesses, obtaining written statements), as well as notification (parent/guardian), are the responsibility of the child protective agency.
- C. Suspected child abuse reports must not be made to Los Angeles School Police Department (LASPD) Officers or Safety Officers.
- D. No removal or arranging of any clothing to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil is permitted.
- E. Employees are not required to seek or obtain assistance from a site administrator or any other person prior to their making a suspected child abuse report.
- F. Mandated reporters should never contact the reportable victim's or the alleged perpetrator's parent/guardian prior to making the suspected child abuse report.
- G. Mandated reporters should not contact the reportable victim's or the alleged perpetrator's parent/guardian after the suspected child abuse report is made unless approval is obtained from the investigating agency or until the agency investigation has been completed.
- H. An employee's reporting responsibility must not be impeded, inhibited, or assumed by the employee's administrator, supervisor, colleague, or any other person.
- I. Mandated reporters shall not be subject to sanctions of any kind, retaliation, or discipline for reporting under these procedures and applicable laws.
- J. Under no circumstances should an employee be required to explain or justify a decision to report or be compelled to meet with the alleged perpetrator named in the report or with the alleged perpetrator's parent/guardian.
- K. No employee is required to submit, maintain, or distribute copies or logs of suspected child abuse reports.
- L. The details/contents of a specific child abuse report should not be discussed with anyone other than a child protective agency representative, unless the employee/mandated reporter voluntarily waives his/her confidentiality (see Section XIV – Confidentiality).



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XIII. Child Protective Agency Response

Once at a school site, a child protective agency representative has specific legal authority and responsibilities as follows:

- A. May interview the alleged victim during school hours and on school premises. Note – The administrator is to ensure that interviews of school staff or students conducted by Child Protective Services representatives take place in a confidential space/area to minimize the potential for other individuals to overhear the interview.
- B. Must afford the alleged victim the option of being interviewed in private or allow the victim to select any adult member of the school staff to sit in on the interview. However, the staff member may decline the student's request and the student can select another adult staff member.
- C. May request to interview anyone in the course of an investigation of alleged abuse.
- D. May have limited access to students' records if an emergency situation exists (i.e., necessary to protect a student or others).
- E. May take the alleged victim into temporary protective custody without a court order.

XIV. Confidentiality

- A. Suspected child abuse reports and information contained therein are confidential and may be disclosed only as follows:
 - 1. When the employee/mandated reporter voluntarily waives his/her confidentiality, which may include the limited waiver to disclose the fact that the employee filed a report to a school site administrator or other District official.
 - 2. Between child protective agencies.
 - 3. To legal counsel representing a child protective agency.
 - 4. To the district attorney in a criminal prosecution or in an action initiated under the Welfare and Institutions Code Section 602 arising from alleged child abuse.
 - 5. To legal counsel appointed pursuant to Welfare and Institutions Code Section 318 to the county counsel or district attorney in an action initiated under Civil Code Section 232 (termination of



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parental rights) or Welfare and Institutions Code Section 300 (dependent children).

6. To a licensing agency when abuse in out-of-home care is suspected.
7. To the Department of Social Services (DSS) for early education centers and State preschool programs.
8. By court order in a criminal or civil proceeding.

B. Any violation of the confidentiality of suspected child abuse reports may be determined to be a misdemeanor punishable by up to six months in jail, a fine of \$1,000 dollars, or both.

XV. Responding to and Dealing with Parents/Guardians

- A. If a parent/guardian requests an explanation or information about a specific suspected child abuse report, why a report was made, or who made the report, he/she should be referred to the appropriate child protective agency, if known. Staff may discuss the legal requirements, as well as the District's policy and procedures for child abuse reporting, which would include informing the person that suspected child abuse reports are confidential and that the District is not at liberty to discuss specific child abuse reports.
- B. Child protective agency representatives are required to contact the family regarding temporary custody or re-location of a student. If the representative has not yet contacted the parent/guardian and the parent/guardian asks the school about the matter, the school may provide the parent with the contact information for the appropriate child protective agency, if known.

XVI. Child Abuse Reporting Procedures and District Sexual Harassment Policy

- A. Conduct that constitutes suspected child sexual abuse may also constitute sexual harassment. Child abuse reporting procedures, sexual harassment policies and procedures, and discipline policies must operate in a coordinated manner.
 1. Any written or oral report of sexual abuse or sexual harassment is to be taken seriously, given immediate attention, and responded to. This includes anonymous reports, oral or written.
 2. All complaints of sexual abuse or sexual harassment are to be handled in a courteous and sensitive manner.
 3. All complaints of sexual abuse or sexual harassment are to be



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handled in a confidential manner to respect the privacy of all parties to the fullest extent possible.

4. If conduct by a student or employee constitutes both suspected child abuse and sexual harassment, the suspected child abuse report must be made immediately, or as soon as practically possible.
 5. Generally, the child protective agency will complete its investigation within a reasonably short period of time or determine that it will not investigate.
 6. Once an administrator is aware that a suspected child abuse report has been made, the administrator is responsible for monitoring the status of the child abuse investigation. However, immediate steps should be taken to protect any alleged target/victim of sexual harassment.
 7. Making a report of suspected child abuse does not relieve the school/District of its responsibility to take administrative action to address the alleged or possible sexual harassment. Suspected child abuse investigations by a child protective agency involve addressing possible criminal conduct; they are not designed to address administrative issues concerning the educational environment of students.
- B. Once the child protective agency has completed its investigation of the suspected child abuse or informed District staff to handle the matter administratively, the administrator must address, respond to, and conduct a prompt investigation into whether sexual harassment occurred. For information regarding sexual harassment complaints and investigations, see District bulletin No. BUL-3349.0, "Sexual Harassment Policy – Student-to-Student, Adult-to-Student, and Student-to-Adult," issued by the Office of General Counsel. Employees may also consult with the Educational Equity Compliance Office by calling (213) 241-7682.
1. Obtain specific information relevant to the allegation(s), including, but not limited to, interviewing the target(s), accused person(s), any witnesses, and any other relevant persons.
 2. Consider all available information in determining whether the conduct described in the allegation/complaint violates the District's sexual harassment policy.
 3. Take appropriate administrative steps in response to sexual harassment and/or inappropriate conduct which may include action to end the harassment, ensure that it does not reoccur, and remedy any hostile educational environment that may have been created for the student who had been the target of the conduct, as applicable.



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Response may also involve the initiation of disciplinary proceedings against the perpetrator(s), as appropriate.

XVII. District Employee as the Alleged Perpetrator of Suspected Child Abuse

A. An employee who has knowledge of or reasonably suspects that another District employee or an individual who works with or has contact with students on campus has or is engaged in conduct that may be an indication of suspected child abuse must take the following actions:

1. File a suspected child abuse report by telephone immediately, or as soon as practically possible, to an appropriate child protective agency, either the local law enforcement department serving the school or the DCFS, and follow-up with a written report in accordance with the procedures outlined in this bulletin (Note: The Los Angeles School Police Department (LASPD) is not the appropriate law enforcement agency for reporting suspected child abuse).
2. Immediately inform their supervising administrator of the alleged inappropriate conduct. Such notification may be oral or in writing.
3. If the allegation involves the site administrator, the employee/mandated reporter should inform the Local District Superintendent, Unit/Division Head, or the Staff Relations/HR Labor Representative of the alleged inappropriate conduct.

Note: An employee informing an administrator of the alleged inappropriate conduct by another District employee, an individual who works with or has contact with students at school, or a student has not fulfilled his/her individual responsibility to make a mandated telephone and written report of suspected child abuse to an appropriate child protective agency.

B. When the site administrator has knowledge that a District employee has or is engaged in conduct that may be an indication of suspected child abuse, the administrator must take the following actions:

1. If the administrator is unable to verify that both the suspected child abuse telephone and written reports were made, the administrator is to file a suspected child abuse report with an appropriate child protective agency, in accordance with the procedures outlined in this bulletin.
2. Ensure that the Local District Superintendent/designee or Staff Relations/HR staff, as applicable, is informed, as the employee may be relocated if the abuse allegations are pending or other risk factors



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exist. The decision to relocate rests with the Local District Superintendent or Unit/Division Head.

3. Take immediate steps to protect any alleged target of suspected child abuse or inappropriate conduct.
4. If the child protective agency determines that it will conduct an investigation, the administrator is to work and cooperate with the agency in a coordinated manner during the investigation.
5. The site administrator/supervisor is to immediately commence an administrative investigation into the inappropriate conduct, unless otherwise informed by the child protective agency.
6. The Local District Operations Coordinator has the responsibility to communicate with the child protective agency as to whether the school's investigation would compromise the agency's criminal investigation.
7. If the child protective agency informs District staff that the District may handle the matter administratively, an administrative/ personnel investigation must be commenced immediately.
8. The decision by a child protective agency not to proceed with an investigation or prosecution of a matter or advising District staff to handle the matter administratively must not influence the site's/District's handling of the matter and an administrative/ personnel investigation must commence immediately, if it has not already begun.
9. Responsibility for the administrative/personnel investigation rests with the School Principal/Unit or Division Head, who must also maintain documentation of the administrative/personnel investigation, including, but not limited to obtaining written statements by the victim(s), witness(es), and perpetrator(s) statements, other statements or evidence, conference summaries, and discipline documents, as applicable.
10. Administrators should be communicating, working closely, and consulting with the Local District Superintendent/designee and Staff Relations/HR Labor Representative regarding the administrative investigation and follow-up after the investigation is complete.

C. Temporary Removal of An Employee Accused of Suspected Child Abuse

1. The Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be temporarily removed from the school site.



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2. Factors to be considered in determining whether a District employee named as an alleged perpetrator in a suspected child abuse report may be temporarily relocated may include, but are not limited to, the following:
 - a. Removal is strongly recommended for allegations involving touching (intentional or otherwise) of the genitals or a student's private areas (i.e. breasts and buttocks), above or under clothing.
 - b. Removal is strongly recommended for allegations involving sexual misconduct, including, but not limited to, sexual intercourse, oral or anal copulation, masturbation, or display of sexual images.
 - c. Removal should be considered for allegations involving child annoyance (harassment, molestation without physical contact) of students.
 - d. Removal may be necessary for other allegations, including, but not limited to, physical abuse, when the victim sustains physical injury, or failure to report suspected child abuse in accordance with District policy and the law. This will be determined by the Local District Superintendent or Unit/Division Head within his or her discretion, in consultation with Staff Relations/HR Staff, as applicable, Employee Relations, and the Office of the General Counsel.

Note: In all instances, the safety of students will be the primary criterion for any relocation decision. Employees temporarily removed/relocated will be presumed innocent pending the outcome of the investigation and will have all appropriate due process rights.

XVIII. Responsibility for Policy Implementation

A. Individual Employee Responsibilities

1. An employee who reasonably suspects that conduct may be an indication of suspected child abuse shall make a telephone report of the suspected child abuse immediately, or as soon as practically possible, to an appropriate child protective agency, either the Department of Children and Family Services (DCFS) or the local law enforcement department serving the school, and prepare and send to the agency called a written report thereof within 36 hours of receiving the information.
2. Anytime an employee is witness to, becomes aware of, or has



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information regarding conduct that may be an indication of suspected child abuse by another employee, other school-related adult, or student to another student, the employee must report the suspected child abuse as indicated above and immediately inform their supervising administrator of the alleged inappropriate conduct. Such notification to the supervising administrator may be oral or in writing.

3. Joint reporting requirements: When two or more persons who are mandated reporters of suspected child abuse have knowledge of an instance of suspected child abuse and when there is agreement among them, the telephone and written report may be made by a single member of the team selected by mutual agreement. However, any member who has knowledge that the designated member failed to make the suspected child abuse report shall thereafter make the telephone and written suspected child abuse report.
 4. All District employees must sign Attachment D, "Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements," at the time of initial employment and again annually at each site to which the employee is assigned.
 5. All District employees must annually complete the Child Abuse Awareness Training (CAAT) by September 30th of every school year. This training consists of viewing the District's "Child Abuse Awareness Training" video and completing the on-line CAAT Assessment through the District's Learning Zone, using the employee's Single-Sign-On (see Attachment E).
 6. Employees hired after the September 30th date are expected to complete the Child Abuse Awareness Training (CAAT) within 30 days of employment, and annually by September 30th thereafter.
- B. School Principal/Site Administrator Responsibilities: Each school principal/site administrator has the following additional responsibilities:
1. To train twice a year (at the beginning of each semester/track) all certificated and classified staff regarding the District's child abuse reporting policies and procedures, including employees' individual responsibilities and duties as mandated reporters of suspected child abuse, as well as provide staff with a copy of (1) Attachment A (*Local Law Enforcement Departments Serving LAUSD Schools*), (2) Attachment B (*Child Abuse Reporting Information Sheet*), and (3) Attachment C (*Child Abuse and Neglect Reporting Procedures Site Plan*).
 2. To establish and implement a school site suspected child abuse reporting plan that includes a schedule for professional development



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regarding suspected child abuse reporting, distribution of the Attachments A, B, and C, as indicated above, and designation of an administrator or designee available to assist employees in meeting their mandated suspected child abuse reporting responsibilities, if an employee chooses to seek assistance. This assistance shall include ensuring that interviews of school staff or students conducted by Child Protective Services representatives take place in confidential space to minimize the potential for other individuals to overhear the interview.

3. To ensure that each employee under their supervision has annually signed Attachment D, "Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements," the statement acknowledging their responsibility to serve as a mandated reporter of suspected child abuse. The principal/site administrator is to maintain a file containing a complete set of signed Attachment Ds for employees under their supervision. Alternatively, the "Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements" is part of the mandatory online Child Abuse Awareness Training (CAAT). An employee who successfully completes the CAAT training will have also certified the Employee Acknowledgement, so the principal/site administrator/supervisor can maintain a file containing the record of CAAT training completion to meet this requirement.
4. To ensure that every employee under their supervision annually completes the Child Abuse Awareness Training (CAAT) by viewing the District's "Child Abuse Awareness Training" video and completing the on-line assessment through the District's Learning Zone by September 30th or within 30 days of employment.
5. To take appropriate administrative action, which may include working with Staff Relations, regarding any employee who has not completed the CAAT by the deadline to make certain the employee completes the CAAT.
6. To incorporate and document these activities in the Safe School Plan, Volume 1 – Prevention Programs.
7. To certify on the "Administrator Certification Form" that the school/work location has complied with the mandates of this policy bulletin.

C. School Medical Professionals Responsibilities and Role:

1. Consultation with school medical professionals (school nurses and doctors) does not remove the individual employee's mandated



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reporting responsibility nor does referring the reportable victim to the school nurse/doctor.

2. School medical professionals may be requested to provide first aid or basic treatment.
3. Any indication of abuse observed during a child's examination may be photographed; however, these photographs may only be given to the child protective agency, along with the report.
4. When making the telephone and written report of suspected child abuse, medical professionals must also complete Governor's Officer of Emergency Services Form OES 900 ("Medical Report: Suspected Child Physical Abuse and Neglect Examination").

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

- Education Code Sections 49001 and 49050
- Penal Code Section 11164 et seq.
- Welfare & Institutions Code Sections 232, 300, 318, and 602

**RELATED
RESOURCES:**

- Administrator Certification Form, Memorandum issued annually by the Office of General Counsel.
- Bullying and Hazing Policy, Bulletin No. BUL-5212, dated 8-27-10, issued by the Office of the Superintendent.
- California Education Code Section 44932, Grounds for dismissal of permanent employees; suspension of employees.
- Child Abuse Awareness Training Kit, distributed to schools by the Office of School Operations in 9-09.
- Code of Conduct with Students - Distribution and Dissemination, Bulletin No. BUL-5167.0, dated 7-1-10, issued by the Office of the Superintendent.
- Dependent/Elder Adult Abuse and Neglect Reporting Requirements, Bulletin No. BUL-2449.0, dated 6-6-06, issued by the Office of General Counsel.
- Employee-to-Student Sexual Abuse and Related Discipline Policy, Bulletin No. BUL-3357.1, dated 11-13-08, issued by the Office of General Counsel.
- Ethics Policies, Bulletin No. BUL-4748.0, dated 5-15-09, issued by the Office of the Superintendent.
- Incident System Tracking Accountability Report, Bulletin No. BUL-5269.0, dated 11-12-10, issued by the Office of the Superintendent.



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- Reassignment (Housing) of District Certificated Employees Pending Investigation, Bulletin No. BUL-5168.0, dated 7-21-10, issued by the Office of the Superintendent.
- Safe School Plans Volume 1 – (Prevention Programs, Volume 2 - (Emergency Procedures, and Volume 3 (Recovery) – Update, Reference Guide issued annually by the Office of School Operations.
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), Bulletin No. BUL-3349.0, dated 11-29-06, issued by the Office of General Counsel.

- ATTACHMENTS:**
- Attachment A - *Local Law Enforcement Departments Serving LAUSD Schools*
 - Attachment B - *Child Abuse Information Sheet*
 - Attachment C - *Child Abuse and Neglect Reporting Procedures Site Plan*
 - Attachment D - *Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements*
 - Attachment E - *Requirement to Annually Complete the Child Abuse Awareness Training Assessment (CAAT)*

- FORMS:**
- "Suspected Child Abuse Report"* – Department of Justice form SS 8572, may be printed from the following websites:
- LAUSD Safety portal website: schoolsafety.lausd.net/report_child_abuse
 - Department of Children and Family Services (DCFS) website: dcfs.co.la.ca.us

- ASSISTANCE:**
- The following District offices are available for assistance, questions, or for more information:
- Child Abuse Awareness Training Questions, including the Child Abuse Training Kit - contact the Office of School Operations at (213) 241-5337
 - Legal Questions - contact the Office of General Counsel - Education Services Team - (213) 241-7600
 - School Site Procedures - contact the Local District Operations Coordinator
 - Sexual Harassment Response and Reporting - contact the Educational Equity Compliance Office - (213) 241-7682
 - Staff Relations Issues - contact the Office of Staff Relations - (213) 241-6056



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ATTACHMENT A

LOCAL LAW ENFORCEMENT DEPARTMENTS SERVING LAUSD SCHOOLS

Below is a list of local law enforcement departments serving schools within the Los Angeles Unified School District. When reporting suspected child abuse to a local law enforcement department, complete and mail the written "Suspected Child Abuse Report" (SS 8572) to the same department called within 36 hours of the allegation (write Attn: Child Abuse Unit on the envelope).

CITY POLICE DEPARTMENTS

Bell Police Department

6326 Pine Avenue
Bell, CA 90201
(323) 585-1245

Culver City Police Department

4040 Duquesne Avenue
Culver City, CA 90230
(310) 837-1221

Gardena Police Department

1718 W. 162nd Street
Gardena, CA 90248
(310) 217-9670

Hawthorne Police Department

12501 S. Hawthorne Blvd
Hawthorne, CA 90250
(310) 349-2700

Huntington Park Police Department

6542 Miles Avenue
Huntington Park, CA 90255
(323) 584-6254

Inglewood Police Department

1 Manchester Blvd.
Inglewood, CA 90301
(310) 412-8771.
(310) 412-5210 (front desk)

Los Angeles Police Department

100 W. First Street - Room 351
Los Angeles, CA 90012
(213) 486-0530

Monterey Park Police Department

320 W. Newmark Avenue
Monterey Park, CA 91754
(626) 573-1311

San Fernando Police Department

910 First Street
San Fernando, CA 91340
(818) 898-1267

South Gate Police Department

8620 California Avenue
South Gate, CA 90280
(323) 563-5400
(323) 563-5436 (follow-up calls)

Vernon Police Department

4305 S. Santa Fe Avenue
Vernon, CA 90058
(323) 587-5171
(323) 587-6135 (emergency)



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT STATIONS

Carson Sheriff Station

21356 Avalon Blvd.
Carson, CA 90745
(310) 830-1123

Lomita Sheriff Station

26123 Narbonne Ave.
Lomita, CA 90717
(310) 539-1661

Century Sheriff Station

11703 Alameda St.
Lynwood, CA 90262
(323) 568-4800

Malibu/Lost Hills Sheriff Station

27050 Agoura Rd.
Agoura, CA 91301
(310) 878-1808

East Los Angeles Sheriff Station

5019 E. Third St.
Los Angeles, CA 90022
(323) 264-4151
(323) 562-5005

Marina Del Rey Sheriff Station

13851 Fiji Way
Marina Del Rey, CA 90292
(310) 482-6000

Lennox Sheriff Station

4331 Lennox Blvd.
Inglewood, CA 90304
(310) 671-7531

West Hollywood Sheriff Station

780 N. San Vicente Blvd.
West Hollywood, CA 90069
(310) 855-8850



CHILD ABUSE REPORTING INFORMATION SHEET

The Los Angeles Unified School District (District) has policies and procedures regarding the reporting of suspected child abuse to an appropriate child protective agency. The purpose of this summary is to serve as a reference guide to those policies and procedures pertinent to the identification and reporting of suspected child abuse. In addition to this summary, the District *strongly recommends that employees familiarize themselves with the District's "Child Abuse and Neglect Reporting Requirements" bulletin No. BUL-1347.2*. Please review this summary and the Child Abuse Reporting bulletin carefully, as each employee will be expected to, and is individually responsible to, adhere to the District's policies and procedures regarding suspected child abuse reporting.

I. California Law

A District employee “. . . in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom . . . [the employee] knows or reasonably suspects has been the victim of child abuse or neglect . . . shall report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone. Thereafter, the District employee must prepare and send a written report within 36 hours of receiving the information concerning the incident to the child protective agency called.”

- All District employees are mandated to report suspected child abuse. As such, District employees are “mandated reporters” of suspected child abuse. A report made by a mandated reporter is deemed a “mandated report.”
- Each District employee is individually responsible for reporting suspected child abuse.
- Reporting suspected child abuse to a school principal, site administrator, supervisor, school nurse/doctor, school counselor, co-worker, Los Angeles School Police Department (LASPD), or other person *does not substitute for making a mandated report to an appropriate child protective agency*.
- Contents of a suspected child abuse report shall remain confidential.

II. Definitions – “Child Abuse” includes the following:

- Life Endangerment – any act by a person who willfully causes, inflicts or permits any child to endure cruel and inhuman corporal punishment, mental suffering, etc.
- Neglect – negligent treatment, maltreatment, or failure to provide adequate clothing, food, medical care, shelter, or supervision.
- Physical Abuse – actual physical injury.
- Sexual Abuse – sexual assault, sexual exploitation, molestation of child, etc.

III. Child Abuse Reporting Procedures

- An employee suspecting child abuse/neglect must immediately, or as soon as practically possible, make their mandated suspected child abuse telephone report to an appropriate child protective agency, either the Department of Children and Family Services (DCFS) (24 hours



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per day – 7 days per week) or the local law enforcement department serving the school (see Attachment A - *Local Law Enforcement Departments Serving LAUSD Schools*) as follows:

- Department of Children and Family Services (DCFS) – (800) 540-4000
- Los Angeles Police Department (LAPD) – Child Abuse Unit – (213) 486-0530
- Los Angeles County Sheriff's Department
- City Police Department serving the school
- A written report must be completed and sent to the same child protective agency called within 36 hours of receiving the information concerning the incident. The report must be submitted to the same agency that received the telephone report.
- Additional copies of "Suspected Child Abuse Report," Department of Justice form SS 8572 can be printed off the LAUSD website: http://www.schoolsafety.lausd.net/report_child_abuse or the DCFS website: dcfs.co.la.ca.us.
- The identity of a District employee who reports suspected child abuse shall remain confidential and disclosed only between designated child protective agencies, by court order, when needed for specified court actions, or if the employee waives his/her confidentiality.

IV. Prohibited Actions

- Never contact the child's or the alleged perpetrator's parent/guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- Never conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- Never report suspected child abuse to the Los Angeles School Police Department (LASPD). The law provides that the *LASPD is not a child protective agency*.
- No removal or arranging of any clothing to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil is permitted.

V. District Employee Named as Alleged Perpetrator

- District officials may temporarily relocate an employee who has been named as an alleged perpetrator in a report of suspected child abuse.
- A District employee who is temporarily transferred or relocated will be presumed innocent pending the outcome of the investigation and will have all appropriate due process rights.

VI. Consequences for Reporting/Failure to Report

- A violation of District policies and the law may lead to disciplinary action, up to and including suspension, demotion, and/or termination from the District.
- Generally, District employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.
- Failure to report suspected child abuse is a misdemeanor punishable by imprisonment in the county jail for a maximum of six months, a fine up to \$1,000, or both.

**FOR FURTHER ASSISTANCE, PLEASE CONTACT THE
OFFICE OF GENERAL COUNSEL AT (213) 241-7600**



_____ SCHOOL

CHILD ABUSE AND NEGLECT REPORTING PROCEDURES SITE PLAN

*Once a District employee has been made aware of, has knowledge of, witnesses, or reasonably suspects that an incident, behavior, or conduct may be an indication of suspected child abuse, the employee must (1) make a **telephone report** of the suspected child abuse immediately, or as soon as practically possible, to an appropriate child protective agency, either the local law enforcement department serving the school or the Department of Children and Family Services (DCFS) and (2) prepare and send a **written report** to the agency called within 36 hours of receiving the information.*

_____ Complete Suspected Child Abuse Report (SS 8572) prior to making the telephone report.

(Available on-line @ District website -schoolsafety.lausd.net/report_child_abuse or DCFS website – dcfs.co.la.ca.us or in the Main Office or Health Office)

_____ a) For physical or sexual abuse and/or life-threatening/endangering situations, **call immediately**:

LA Police Department, Child Abuse Unit - (213) 486-0530 (call DCFS if after hours),

LA County Sheriff's Department _____, or

City Police Department serving the school _____

b) For neglect, endangerment, or emotional abuse, **call immediately**:

Department of Children and Family Services (DCFS) - (800) 540-4000 (24 hours per day

– 7 days per week)

_____ An employee **may** describe the behavior(s)/incident(s)/conduct to the Principal/Site Administrator. However, informing the Principal/Site Administrator of the alleged inappropriate conduct is **mandatory** when the alleged perpetrator of the suspected child abuse is another employee, school related adult, or a student. However, an employee informing an administrator or another person of the alleged inappropriate conduct has not fulfilled their individual responsibility to make a mandated telephone and written report of suspected child abuse to the local law enforcement department or DCFS.

_____ Document the date and time call is made, record the contact person's name, title, and ID/badge number, as well as the agency response/directive.

Date _____ Time _____ Contact Person _____

Title _____ Badge Number _____

Agency Response/Directive _____

DISTRIBUTION OF "SUSPECTED CHILD ABUSE REPORT," FORM SS 8572

_____ Reporter may retain a copy for their records as documentation that a report was made in a timely manner.

_____ Send a copy of the "Suspected Child Abuse Report" (Form SS 8572) **within 36 hours** of knowledge of the behavior(s)/incident(s)/conduct to the child protective agency (local law enforcement department or Department of Children Family Services) that was called. Note: An employee making the telephone report to the DCFS may file the written report on the DCFS website – dcfs.co.la.ca.us.



LOS ANGELES UNIFIED SCHOOL DISTRICT

**EMPLOYEE ACKNOWLEDGEMENT
OF SUSPECTED CHILD ABUSE REPORTING
DISTRICT POLICY AND LEGAL REQUIREMENTS**

1. I have been fully informed of my individual responsibility to report suspected child abuse as specified by District policy and state law.
2. I have received training on suspected child abuse reporting laws, child abuse reporting procedures, and my duties as a mandated reporter.
3. I understand that reporting suspected child abuse is my individual responsibility and that my failure to comply with child abuse reporting laws and/or LAUSD child abuse reporting procedures may subject me to professional liability, which may include discipline, demotion, dismissal, and the possible suspension or revocation of credentials, and criminal and/or civil liability.
4. I understand that, if I reasonably suspect that conduct by another LAUSD employee, other school related adult, or a student to another student may be an indication of suspected child abuse, I must report the suspected child abuse to an appropriate child protective agency and I must inform my supervising administrator of the alleged inappropriate conduct.
5. I have been provided with a copy of the *Child Abuse Reporting Information Sheet* (Attachment B of District policy bulletin No. BUL-1347.2, "*Child Abuse and Neglect Reporting Requirements*") which summarizes my suspected child abuse reporting responsibilities as a LAUSD employee.
6. I further understand that if, at any time during the course of my employment with LAUSD, I make a report of suspected child abuse consistent with District suspected child abuse reporting policy and procedures, I will be defended by the District against any actions or claims that may be made as a result of the report and that the District will pay all expenses associated with such defense.

I hereby certify that I have knowledge of the suspected child abuse reporting legal mandates, LAUSD child abuse reporting procedures, and that I will comply with them.

Name: _____ Signature: _____
(Please Print)

Employee Number: _____ Position: _____

School / Office Location: _____ Date: _____

**A COPY OF THIS CERTIFICATION WILL BE RETAINED
BY YOUR SCHOOL OR SITE ADMINISTRATOR**



LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUIREMENT TO ANNUALLY COMPLETE THE
CHILD ABUSE AWARENESS TRAINING ASSESSMENT (CAAT)

1. Child Abuse Training (CAAT) Requirement

- a. All District employees must annually complete the Child Abuse Awareness Training (CAAT) by September 30th of every school year. This training consists of viewing the District's "Child Abuse Awareness Training" video and completing the on-line CAAT Assessment through the District's Learning Zone, using the employee's Single-Sign-On.
- b. Employees hired after the September 30th date are expected to complete the Child Abuse Awareness Training (CAAT) within 30 days of employment, and annually by September 30th thereafter.

2. Child Abuse Awareness Training Video

The Child Abuse Awareness Training Video is approximately 15 minutes long. The video can be viewed on-line from any computer. The video is also available on DVD in the CAAT Kit provided to each school. To access the video on-line, the following steps are to be followed:

- a. From the District's website, click on "Offices," then click on the "Child Abuse Awareness Training" link.
- b. On Child Abuse Awareness Training webpage, click on "Child Abuse Awareness Training Video."

3. Child Abuse Awareness Training Assessment

After an employee has viewed the Child Abuse Awareness Training video, the following steps are to be followed:

- a. From the District's website, click on "Offices," then click on the "Child Abuse Awareness Training" link.
- b. On Child Abuse Awareness Training webpage, click on "Learning Zone (CAAT Assessment)."
- c. Enter your Single Sign-on. (If you are experiencing difficulty with your username or password, contact ITD at 213-241-5200)
- d. Once in the Learning Zone, click on the "My Assessments" tab.
- e. Click on the "Start" link to the right of the "Child Abuse Awareness Training" class.
- f. Once an employee passes the Child Abuse Awareness Training Assessment (100%), he/she will be able to print the District Certificate.
- g. Employees should retain a copy of the CAAT Assessment certificate and provide a copy to their principal/site-administrator.