



October 2014

**ADMINISTRATIVE MEMORANDUM NUMBER SIXTY-SEVEN**  
**CHILD ABUSE AND NEGLECT REPORTING**

**A. PURPOSE**

One of Granite School District's primary responsibilities is to keep students safe. Utah State law requires reporting of any suspected abuse or neglect of a child.

**B. REPORTING REQUIREMENT**

Utah law requires that any person, in particular a school employee, who has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services (DCFS).

**C. PROCEDURES**

1. Whenever a District employee has reason to suspect that a child may have been subjected to abuse or neglect, the employee shall make a report to a law enforcement officer or to DCFS. The DCFS Child Abuse and Reporting Line is: 1-855-323-3237. Failure to report suspected child abuse or neglect to law enforcement or DCFS is a class B misdemeanor and is considered unprofessional conduct for licensing and employment purposes.
2. The District employee working in a school shall also notify the school principal of any child abuse report made to law enforcement or to DCFS. Reporting to a principal, supervisor, school nurse, school counselor, social worker, psychologist, or other District official does not satisfy an employee's duty to report to law enforcement or DCFS.
3. It is not the responsibility of school administrators, teachers, or other District employees to prove that the child has been abused or neglected or to determine whether the child is in need of protection. Investigation by District personnel prior to making a report shall not extend beyond that which is necessary to support a reasonable belief that a problem exists. District personnel should keep notes of voluntary or spontaneous statements by the child and turn over such notes to the investigating agency. Principals or other school District employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

4. The responsibility for conducting an investigation of child abuse or neglect and for notifying parents of an investigation rests exclusively with law enforcement and DCFS. Except as provided for above, District personnel shall refrain from interviewing the child or having contact with the suspected abuser and/or parents. Interviews conducted by anyone other than the investigating agency can jeopardize proper handling of evidence.
5. Educators must take into consideration competing obligations under Utah State Code to report to parents incidents regarding threats of suicide, bullying, and other similar behaviors if such behaviors accompany an educators suspicion of abuse or neglect. An Educator is permitted to ask questions and intervene if the educator believes a student is at-risk of attempting suicide, physical self-harm, or harming others.
6. District personnel shall cooperate with DCFS and law enforcement investigations. This may include, but is not limited to the following:
  - a. allowing authorized representatives to access and interview students at school consistent with Memorandum 45A and DCFS and law enforcement protocols;
  - b. allowing appropriate access to student records consistent with FERPA, Memorandum 45, and other District policies;
  - c. assisting, if asked, to serve as a member of an interdisciplinary child protection team providing protective diagnostic assessment and coordination of services;
  - d. avoiding contact with parents/legal guardians of children being questioned by DCFS or local law enforcement and/or referring parent inquiries directly to the investing agency; and
  - e. maintaining strict confidentiality.
7. District personnel shall document DCFS and/or law enforcement investigations in schools using the Granite School District Notice of Investigation form (attached). The form shall not be placed in the child's educational file. (For further information regarding accessing students, see Memorandum 45A.)
8. Principals and other District employees as well as DCFS and law enforcement are required to preserve the anonymity of individuals making reports.
9. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions.

/s/

Dr. Martin W. Bates  
Superintendent

## REFERENCES

Utah Code § 53A-6-502 and §62A-4a-401, et seq.

Utah Code § 53A-11a-203

Utah Code § 53A-13-302

Utah Administrative Code, R277-401, et seq.

# GRANITE SCHOOL DISTRICT NOTICE OF INVESTIGATION

Date \_\_\_\_\_ Time \_\_\_\_\_ School \_\_\_\_\_

Name of Agency Representative \_\_\_\_\_

Agency representative is associated with: DCFS \_\_\_ Police \_\_\_ JJS \_\_\_ Guardian ad Litem \_\_\_ Other \_\_\_\_\_

Position of agency representative and contact information: Copy of agency I.D. attached? Yes \_\_\_ No \_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

Other contact info (if needed) \_\_\_\_\_

Name, birth date, age, and grade of student requested for investigation: (Age as found on school records)

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

## Interview:

Is the interview for purpose of investigating child abuse/neglect? Yes \_\_\_ No \_\_\_

Is the interview for purpose of a criminal investigation? Yes \_\_\_ No \_\_\_

If YES: (Check appropriate spaces)

The student is a suspect \_\_\_\_\_

The student is a witness \_\_\_\_\_

The student is a victim \_\_\_\_\_

Interview is to obtain information only \_\_\_\_\_

## Notification:

Has the parent/guardian been notified of this investigation? Yes \_\_\_ No \_\_\_

If No, will the investigating agency notify the guardian of the investigation (and student's whereabouts) by the end of the school day? Yes \_\_\_ No \_\_\_

**Please be advised, according to agency policy and procedure the representative of the investigating agency has the responsibility to notify the parent/guardian regarding this investigation. School personnel are advised not to contact parent or guardian regarding the investigation.**

\_\_\_\_\_  
Investigating Representative's Signature

\_\_\_\_\_  
School Representative's Signature

## **TO BE COMPLETED BY INVESTIGATING REPRESENTATIVE UPON COMPLETION OF INTERVIEW**

It has been determined by investigation agency: (Check appropriate spaces)

The student will be taken into custody \_\_\_\_\_

The student will remain at school/will be allowed to return home \_\_\_\_\_

## CONFIDENTIAL INFORMATION

This form contains confidential information and is to be maintained by designated personnel only

**DO NOT place this form in a student's cumulative file**