



## Report of Suspected Child Abuse and Neglect School District of Clayton

As an employee of the School District of Clayton, you serve as a mandated reporter for any alleged abuse or neglect involving a child. As of August 2013, new state legislation requires a mandatory reporter of suspected child abuse or neglect to immediately report any allegations directly to the Children's Division. When reporting alleged abuse or neglect directly and immediately to the Children's Division, you will receive direction as to how to move forward following the report.

While the responsibility for reporting to the Children's Division lies with you, please inform your building principal/supervisor immediately that you are in the process of completing a report with the Children's Division. You may not pass the responsibility for reporting to anyone else including a building administrator or counselor. Please complete this form as part of the reporting process, and forward copies of this report immediately to your building principal/supervisor and to the Assistant Superintendent of Student Services.

**Name of person making report to the Children's Division:** \_\_\_\_\_

**Job title of person making report:** \_\_\_\_\_

**Date of report:** \_\_\_\_\_

**Time of report:** \_\_\_\_\_

**Location of where report was made (please include room or office location, telephone number and phone extension from where the call to the Children's Division was made):** \_\_\_\_\_

**Name and job title of person(s) witnessing the report being made (please always have someone witness the reporting to verify that the report was made):** \_\_\_\_\_

### Information regarding the report being made:

1. Name of child: \_\_\_\_\_

2. Please record exactly what was told to you by the child and/or witnesses to the alleged abuse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please identify if you observed any bruises, cuts, burns, abrasions or other injuries on the child's body:

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4. Please provide any evidence you have that supports an allegation of sexual misconduct including, but not limited to, emails, notes, letters, chats, texts, etc. You may include documentation on this form or attach copies of the evidence: \_\_\_\_\_

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5. Please provide the name(s) of any alleged perpetrator(s) that the child and/or witnesses provided to you (please provide only names given specifically to you by the child and/or witnesses and refrain from interjecting your own conclusions as to whom you feel may be responsible for the alleged abuse):

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**Follow-up to the report:**

Please provide the name of the Children's Division investigator who received your call: \_\_\_\_\_

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Please provide the directives given to you by the Children's Division: \_\_\_\_\_

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Case #: \_\_\_\_\_

**Children's Division Hotline Report Phone Number: 1-800-392-3738**

**For Students 18 and above: 1-800-392-0210**