

## PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

### Policy 454 Rule 1

(A) 12-19-94

(R) 9-14-15

District staff who are required by law to make a report may consult with other district staff prior to making a report but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of a abuse or neglect or threatened abuse or neglect occurs. At all times it shall be the aim of the district employee to make the report of their concerns to the child protection agency as quickly as possible, any delay would not be in the best interests of the child and is not the policy of the district.

District staff making a report of child abuse or neglect shall inform their building principal (who will be responsible for maintaining a confidential file of such reports) of their intention to do so and complete a Child Abuse/Neglect Report. If the building principal is unavailable for any reason, the individual making the report shall contact the next administrator in the chain of command. The building principal, or such other administrator that the staff person making the report contacts, shall support the staff member in their action and shall not attempt to delay, modify, or prevent any report of suspect child maltreatment.

District staff who wish may request consultation from him/her district staff members, such as pupil service staff, on the reporting process and the necessary follow-up.

The fact that a report of suspected child abuse or neglect has been made; including the name of the reporter, the name of alleged victim, and the content of the report, shall be kept confidential from all staff and other persons not authorized under s.48.981, Wis. Stats., to have that information. Staff members who divulge such information to an unauthorized person or persons are liable for disciplinary action from the district as well as the penalties provided in s.48.981, Wis. Stats.

Reports of suspected child abuse or neglect shall be made to the following community resources:

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| <b>Columbia County Dept. of Human Services</b><br>2652 Murphy Road<br>Portage, WI 53901<br>608-742-9206 | <b>Dane County Sheriff</b><br>115 W. Doty Street #2002<br><br>Madison, WI 53703<br>608-255-2345 | <b>Lodi Police Department</b><br>142 South Main<br>Lodi, WI 53555<br>608-592-5401<br>(Emergency 911) |
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| <b>Columbia County Sheriff's Department</b><br>711 East Cook<br>Portage, WI 53901<br>608-742-4166 | <b>Dane County Dept. of Human Services</b><br>1202 Northport Drive<br>Madison, WI 53703<br>608-242-5437 |
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When making a report the district employee shall provide as much as possible of the following information:

1. The employee's name, position, relationship to the child, and school phone number.
2. The name, home address, and age of the child suspected of being maltreated.
3. The name, home address, work place, home phone number of the alleged victim's parents.
4. The names and ages of the alleged victims' siblings.
5. A brief description of why you believe the child is abused or neglected or is threatened with abuse or neglect, statements of the child made to the reporter or to others, and any surrounding circumstances and conditions in the home of which the reporter is aware.

**SCHOOL DISTRICT OF LODI CHILD ABUSE/NEGLECT REPORT**

Instructions: **All staff are mandatory reporters.** Should you suspect that a child has been, or is being abused or neglected, you must contact the appropriate county human services office. Complete the below information before making the call. After filing the report, give this form to your principal to be kept in a **confidential** file.

Child's Name: \_\_\_\_\_ Resides with: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Address: \_\_\_\_\_  
Race: White Hispanic Black American Indian Asian Other City/St: \_\_\_\_\_  
Gender: Male Female Phone: \_\_\_\_\_

Parent/Guardian Information  
Father's Name: \_\_\_\_\_ Living with child? Yes No Place of Employment: \_\_\_\_\_  
Mother Name: \_\_\_\_\_ Living with child? Yes No Place of Employment: \_\_\_\_\_  
Other: \_\_\_\_\_ Living with child? Yes No Place of Employment: \_\_\_\_\_

Other children at residence:  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male Female

**SUMMARY OF CONCERN**

Type of Charge: Physical Abuse Sexual Abuse Neglect Other \_\_\_\_\_  
Caretaker alleged to have been responsible for this charge: \_\_\_\_\_

**AGENCY REPORTED TO**

Agency Name: \_\_\_\_\_ Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_ Report taken by: \_\_\_\_\_

**REPORT FILED BY**

Report Made By: \_\_\_\_\_ Position: \_\_\_\_\_

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**Dane County Sheriff**  
115 W. Doty Street. #2002  
Madison, WI 53703  
608-255-2345

**Lodi Police Department**  
142 South Main  
Lodi, WI 53555  
608-592-5401  
(Emergency 911)

**Columbia County Sheriff's Department**  
711 East Cook  
Portage, WI 53901  
608-742-4166

**Dane County Dept. of Human Services**  
1202 Northport Drive  
Madison, WI 53703  
608-261-5437