
Steps to Follow if you Suspect Child Abuse YOU ARE A MANDATED REPORTER

In collaboration with the Rocklin Police Department and Placer County (Children's System of Care), the Human Resources Department has developed this reference tool for District Employees.

Please follow these guidelines if you suspect child abuse. No one may talk you out of making the report if you feel the report is necessary. If that were to happen, you would be responsible for failure to report.

- Call Placer County Child Protective Services (CPS)** to make a report if you have knowledge of, or suspect a child is being abused or neglected at 916-872-6549 or Toll Free at 866-293-1940 to initiate your report.
- If CPS determines that they will take the report, obtain referral number (XX digit), name of CPS worker taking the report, the name of the supervisor, employee number, and CPS office, including address, handling the report.
- Complete the suspected child abuse report (SCAR), which must be completed prior to leaving your assigned school site that day. You have two options to complete the required SCAR:
 - (1) Obtain and complete a hard copy SCAR [SS-8572] or
 - (2) Go to <http://www.placer.ca.gov/departments/hhs/children/child-protective-services> to complete the SCAR on-line.However, you must wait for the referral number to be activated, which may take several hours.
- Mail the original SCAR to the CPS regional office that was given to you if you completed form SS-8572. If you completed the SCAR on-line, you do not have to mail anything. Remember, you have 36 hours to complete and submit the form.
- The reporting process is **confidential**. You do not need to discuss the report with anyone outside other than the person who takes the report with CPS.
- Depending on your comfort level, you may notify the school principal and/or district administration so they are aware if the parent contacts the school as a result of the report or if CPS determines it will be an immediate response. **(Optional)**

Making a child abuse report can be difficult. Process your feelings about making the report with the Child Protective Services or site/district administration, if you desire.

CHILD PROTECTIVE SERVICES
1-866-293-1940

What to expect making a child abuse report

Most people are nervous the first time they call to report suspected abuse and/or neglect. If you are anxious about calling, don't worry. It is normal to be anxious about it! Before calling, make sure that you have a pen and paper ready. You will be asked for information about the student that is found in Aeries, such as date of birth, address, parents' names, siblings, etc. Depending on when you call, you may be placed on hold. Sometimes the office is dealing with a high volume of calls and there is no way to predict when this will happen. Make sure you call at a time when you will be available to wait on hold and then to spend 10-15 minutes speaking to a CPS worker.

The CPS worker will ask the following:

1. A brief description of why you are calling. Include only the information that the student has shared or that you have observed, e.g., injuries. Do not include inferences you have made.
2. If the incident requires a report, they will ask you for your personal contact information. It is appropriate to give them your work location as the office contact information rather than your own personal contact information.
3. You will be asked for the student's demographic information which you can obtain from Aeries. Contact site administration if you need assistance obtaining access to Aeries.
4. Additionally, you will be asked to describe in detail what was reported to you or what you witnessed that led you to call CPS.
5. The worker will give you a referral number (XX digits) which must be included on the hard copy form before you mail it to the CPS regional office. The worker will also let you know which office the case will be sent to for handling.
6. Make sure you also write down the worker's name and phone number. You will be asked to include this information in the written abuse report.
7. Finally, write down the date and time that you made the report as this information will also need to be included in the written report.
8. The worker will let you know how quickly police and/or a social worker from CPS will be responding to the home. Typically cases are assigned an immediate or 3 to 5 day response time.
9. You must fill out a written SCAR within 36 hours of making the report. You can fill out the abuse report by hand or online (see previous page for website).

After your report has been taken by CPS:

- ✓ You may receive a follow-up phone call from the social worker assigned to the case. You are allowed to share information that is relevant to the case with that worker.
- ✓ You do not need to disclose to parents or students that you were the one who filed an abuse report. Such a disclosure could harm the relationship between you and your student. If you are confronted about it, you may even say that you do not know what they are talking about since we are all mandated reporters.

If the same student reports a new incident of abuse and/or neglect, you must file a new report. Each time suspected abuse and/or neglect is reported to you, you must file a report, regardless of how many times you have filed reports on that same student.