

Child Abuse, Neglect, and Dependency Reporting Form

Instructions

School personnel have a legal responsibility to report **suspected** abuse, neglect, and dependency to the county Department of Social Services. **The purpose of this form is to help the reporter prepare information needed when calling Child Protective Services intake.**

1. **Make a telephone report to Child Protective services.** If you are unable to reach an intake worker immediately, leave a message on CPS voice mail. You may wish to fax the second page of this form to the attention of CPS intake and continue to call.
2. **Give the reporting form to your school social worker or place in their school mailbox.**
3. **DO NOT place this form in the student's cumulative folder!**

Signs of potential abuse

The reporting law specifies reporting when you have "reasonable cause to suspect that a child has suffered abuse, neglect, or dependency." You do not need to know the details of the possible abuse or to be certain whether or not an indicator means that abuse has taken place. The severity of an indicator or statements by the child as to the nature of the injury may indicate possible abuse.

Indicators of potential physical abuse

- Unexplained bruises and welts on any part of the body
- Bruises of different ages (various colors)
- * Injuries reflecting shape of article used (electric cord, belt, buckle)
- Injuries that regularly appear after absence or vacation
- Doubtful explanation of burns, especially to soles, palms, back, or buttocks
- Burns with a pattern from an electric burner, iron, or cigarette
- Rope burns on arms, legs, neck, or torso
- Injuries inconsistent with information offered by the child
- Doubtful explanation of lacerations, abrasions, or fractures
- Immersion burns with a distinct boundary line
- Child is frightened of parents or afraid to go home
- Domestic violence

Indicators of potential emotional abuse

- Lags in physical development
- Bizarre behavior
- Fearfulness of adults or authority figures
- revelations of highly inappropriate discipline, e.g. being enclosed in a dark closet or forced to drink or eat inedible items
- Domestic violence

Indicators of potential sexual abuse

- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Refusing to change into gym clothes
- Running away from home and not giving any specific complaint
- Pregnancy at 11 or 12 with no history of peer socialization
- Sexual knowledge/behavior or use of language not appropriate to age level

Indicators of potential physical neglect

- Lack of basic needs (housing, clothing, food)
- Lack of essential health care and high incidence of illness
- Extreme poor hygiene on a regular basis
- Inappropriate clothing in inclement weather on a consistent basis
- Abandonment

Indicators of potential dependency

- Child's parent, guardian, or custodian is unable to provide for care of supervision and lacks appropriate care arrangement as a result of physical or mental illness, substance abuse, developmental disability, arrest, or natural disaster. Situation may be temporary or permanent.
- The child has no parent or guardian in the home responsible for care or supervision.

Child Abuse, Neglect, and Dependency Reporting Form

Phone report was made and/or message left: Date ___/___/___ Time _____

Reporter's name and position: _____ Phone _____

Who else has knowledge of the situation? _____ Phone _____

Has this family been reported previously? ___ yes ___ no ___ unknown

Child's name _____ DOB _____ Age _____ Sex _____ Race _____

Address _____

School _____ Grade _____ Student # _____ SS# _____

Child lives with: ___ mother ___ father ___ guardian ___ other

Mother _____ Father _____

Address _____ Address _____

Phone (H) _____ (W) _____ Phone (H) _____ (W) _____

Place of Employment _____ Place of Employment _____

English-speaking? ___ yes ___ no English-speaking? ___ yes ___ no

Guardian/Other _____

Address _____

Phone (H) _____ (W) _____ Place of Employment _____

Sibling _____ Age _____ Sch. _____ Sibling _____ Age _____ Sch. _____

Sibling _____ Age _____ Sch. _____ Sibling _____ Age _____ Sch. _____

Indicate the nature of your concern regarding the potential of (see the first page of this form for explanation):

___ Physical Abuse ___ Emotional Abuse ___ Physical Neglect ___ Sexual Abuse ___ Dependency

In clear physical and behavioral terms, give the circumstances leading to the suspicion of abuse/neglect/dependency AND other pertinent detailed information.

Is the child afraid to go home? _____

Note specific safety concerns for an investigator going to this home. _____

Name of DSS Intake Worker: _____