

ADMINISTRATIVE REGULATIONS FOR
REPORTING CHILD ABUSE BY CARETAKERS

(RESPONSIBILITY OF LICENSED STAFF)

Current licensed staff shall be notified of their responsibility for reporting child abuse and receive a copy of this reporting procedure. New employees shall be notified of their reporting responsibility and receive a copy of this procedure within one month of initial employment.

Any licensed staff member who has a reasonable belief that a child enrolled in the North Scott Community School District has suffered abuse by a person responsible for the care of that child shall observe the following procedures:

1. Contact the Department of Human Services (DHS) by telephone or in person to make an oral report of suspected abuse within twenty-four hours of the suspected abuse. The local office number is 1-800-362-2178.
2. Follow the oral report with a written report, on forms provided by the DHS, within forty-eight hours of the oral report. The address is:

Human Services of Scott County
428 Western Avenue
Davenport, Iowa 52801

3. Cooperate with DHS personnel in conducting their investigation.
4. Maintain a copy of the school employee's written report in the employee's personal file at home, for the sole purpose of documenting the fact that the employee reported the suspected abuse. If a written report is received by the employee from the DHS following the investigation, such report shall also be filed with the employee's copy of the suspected abuse report, or destroyed.
5. The employee shall maintain the confidentiality of the report at all stages following the oral report of suspected abuse.

Approved: September 14, 1992
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