
I. PURPOSE

Athlos Academy of Jefferson Parish believes that the daily contact of school personnel with children places them in a unique position to identify and refer suspected cases of child abuse or neglect to law enforcement. This policy outlines the early protective measures towards allegations of child abuse.

II. DEFINITIONS

- A. **Mandatory Reporting:** Athlos Academy of Jefferson Parish employees are required to report instances of child abuse or neglect when the employee has a “reasonable suspicion” that child neglect, dependency, physical or sexual abuse has occurred.
- B. **Reasonable Suspicion:** Arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse or neglect.

III. POLICY

- A. All school employees are mandated reporters of child abuse or neglect and are obligated to take immediate action.
- B. Any employee who knows or reasonably suspects a child has been the victim of child abuse, neglect, or dependency, shall immediately report the instance to the Lead School Administrator or the school counselor.
- C. The Lead School Administrator or school counselor and the reporter shall relay the report to child protective services or law enforcement.
 - 1. Reporting to the Lead School Administrator or school counselor does not fulfill an employee’s duty to report.
- D. The report shall be made as follows:
 - 1. If the suspected abuser is believed to be the child’s parent/guardian, a person who maintains a relationship with the child’s parent/guardian, or a person living in the same residence as the parent/guardian, the report must be made to the Department of Children

Child Abuse and Neglect Reporting

- and Family Services using the designated state child protection reporting hotline, and may additionally be made to law enforcement.
2. If the suspected abuser is believed to be caused by someone other than those listed above, the report must be made to local or state law enforcement.
- E. A written report, by the mandated reporter, shall be submitted to either the Lead School Administrator or the school counselor within thirty-six (36) hours of the initial oral report, identifying:
1. The child;
 2. Any person believed to be responsible for the abuse or neglect of the child if the person is known;
 3. The nature and extent of the abuse or neglect;
 4. The name and address of the reporter;
 5. An account of how this child came to the reporter's attention;
 6. The number of times the reporter has filed a report on the child or the child's siblings;
 7. The person or person's thought to have caused or contributed to the child's condition, if known;
 8. Any additional information required under Louisiana Children's Code Article 610(B); and
 9. Any other information that the reporter believes may be important or relevant.
- F. The Lead School Administrator or school counselor shall provide a written report within five days to the agency the abuse was reported to if the original report was made orally.
- G. In cases where the suspected abuser is the child's parent/guardian, the parent/guardian may **not** be contacted.
1. If a child is released to a law enforcement officer or a child protective services agent, school administration and the child protective services shall **not** notify the parent/guardian.
- H. At the beginning of each school year, the Lead School Administrator shall provide for mandated training for school personnel on how to recognize and report suspected child neglect or child abuse.

Child Abuse and Neglect Reporting

- I. At the time of hire, every employee at Athlos Academy of Jefferson Parish must sign the *Duty to Report Known or Reasonably Suspected Child Abuse Form* which shall remain in effect for the duration of employment.
 1. The Louisiana Children's Code and LA. R.S. 14:403 provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse/neglect has occurred.
 2. Additionally, Athlos Academy of Jefferson Parish school personnel who fail to report suspected child abuse/neglect may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Legal References:

[LA. R.S. 14:403](#) (*Abuse of children; reports*)

[Louisiana Children's Code Article 609](#) (*Mandated and permitted reporting*)

[Louisiana Children's Code Article 610](#) (*Reporting Procedure*)

Related Documents:

Duty to Report Known or Reasonably Suspected Child Abuse Form