



# Child Abuse And Neglect Policy

This loss prevention guide suggests practices and procedures for detecting and reporting child abuse and neglect among the client populations served by social service agencies and organizations insured by Great American Insurance Group. Remember, this is only a guide. It is intended to provide guidance, rather than prescribe requirements, and is not intended as a legal interpretation of any federal, state or local laws, regulations and ordinances.

Pre-employment screening is only one aspect of identifying unsuitable workers and protecting vulnerable populations. Some individuals, such as first-time offenders, may not have a history of abuse. Effective child abuse prevention should also include ongoing prevention practices and continued screening efforts after the worker is hired.

Written practices and procedures for employees and volunteers are important tools for detecting and preventing child abuse among the clients served by your organization. Your written practices and procedures should include, at a minimum:

- 1) A code of conduct for staff relating to their behavior with children;
- 2) Policies on reporting suspected abuse;
- 3) Policies on investigating staff or applicants concerning abuse;
- 4) Training requirements for employees and volunteers that include an orientation/in-service and sign a statement that they have read and understood the agency’s written policies regarding appropriate treatment of children and the State’s reporting laws.

Remember to always check your specific State’s regulations on Child Abuse and Neglect procedures and reporting and always have your Child Abuse and Neglect Policy reviewed by your legal counsel.

Date Approved \_\_\_\_\_

## I. Background Of Policy

The \_\_\_\_\_ is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect.  
*(Agency name)*

The \_\_\_\_\_ recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.  
*(Agency Name)*

\_\_\_\_\_ requires that certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting from abuse that causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse, or from neglect, including malnutrition.  
*(Provide appropriate State Law)*

All employees of the \_\_\_\_\_ are mandated reporters.  
*(Agency Name)*

This policy serves to assist all employees to carry out their responsibilities effectively under law as well as \_\_\_\_\_ as well as to establish responsibilities and roles for \_\_\_\_\_ child protection teams. It also establishes expectations for \_\_\_\_\_ employees to receive training in both identifying and reporting child abuse and neglect.  
*(Agency Name)*

## II. Purpose and Scope

All employees of are mandated reporters under this policy.

\_\_\_\_\_ employees are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs.  
*(Agency Name)* *(Agency Name)*

## II. Purpose and Scope *continued*

### Definition of Terms

**Neglect** is the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. It is understood that such inability is not solely due to inadequate economic resources or solely due to the existence of a handicapping condition. Neglect can occur while the child is in an out-of-home or in-home setting. Permitting a child to be truant or failing to enroll a child in school without providing an alternative program can constitute neglect.

**Physical abuse** includes infliction, by other than accidental means, of physical harm upon the body of a child.

**Emotional abuse** refers to excessive, aggressive, or unreasonable behavior by an adult that places demands on a child that are above his/her capabilities. This may include verbal attacks, humiliation, degradation, and chronic rejection of the child, close confinement of the child, or the permitting or abetting of delinquent behavior.

**Sexual abuse** refers to any sexual contact between a caretaker and a child or the commission of a sex offense against a child as defined by the criminal laws of the State or Commonwealth.

**Verbal sexual harassment** of a child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse.

All \_\_\_\_\_ employees who have reasonable cause or suspicion to believe that a child is suffering physical  
(Agency Name) or emotional injury resulting from abuse or neglect shall report such a belief to the appropriate authority, according to the \_\_\_\_\_ Child Abuse and Neglect Reporting Procedures.  
(Agency Name)

**Code of Conduct - Inappropriate Staff Behavior** refers to crossing boundaries that compromise the personal space of a child.

Appropriate guidelines for touching children include:

(Provide Agency's own rules and regulations here. This may be broken down by children's age groups.)

- On the hand (especially for younger children), shoulder or upper back;
- Never against a child's will (unless in clear and present danger);
- Never against a child's verbally or non-verbally expressed discomfort;
- In the company of other adults;
- Never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision by another adult.

## III. Application

Management has the responsibility to ensure that the \_\_\_\_\_ Child Abuse and Neglect Policy and the  
(Agency Name)

\_\_\_\_\_ Child Abuse and Neglect Reporting Procedures are implemented in the agency/school system.

(Agency Name) The organizational structure to implement this policy will be through the establishment and support of building-based and system-wide Child Protection Teams.

### Child Protection Teams (CPT)

\_\_\_\_\_ will establish and support building-based and system-wide Child Protection Teams.  
(Agency Name)

### III. Application continued

#### Building-based *(If more than one location)*

A building-based CPT will be established at each agency location. This team will consist minimally of the  
(Provide names, positions of each person responsible as the team for carrying out plan.)

The names of the members of the building based team will be made known to all employees working in the building.

Each team will:

- Meet at the beginning of (camp season or annually) to review the \_\_\_\_\_ Child Abuse and Neglect  
(Agency Name)  
Policy and the \_\_\_\_\_ Child Abuse and Reporting Procedures,  
(Agency Name)
- Conduct one child abuse and neglect information/training workshop for employees prior to camp season or annually (be specific),
- Collaborate with the system-wide CPT and community agencies regarding programs to raise awareness of issues of child abuse and neglect, and
- Coordinate mental health services for children deemed to be suffering from child abuse and neglect and to their families, whenever they are requested or considered to be necessary.

#### System-wide

\_\_\_\_\_ will have a system-wide CPT. This team will consist minimally of a representative from each  
(Agency Name) building-based team.

The \_\_\_\_\_ or designee will be responsible for overseeing the operation of the system-wide team.  
(Provide owner/president/HR)

The \_\_\_\_\_ will be responsible for maintaining data that result from reports to the Department of  
(Position) Social Services.

The team will:

- Provide consultation and support to individual team members and to the teams,
- Monitor cases reported to the Department of Social Services,
- Review and evaluate annually the continued efficacy of the \_\_\_\_\_ Child Abuse and Neglect Policy  
(Agency Name)  
and the \_\_\_\_\_ Child Abuse and Neglect Reporting Procedures, and  
(Agency Name)
- Develop, on an annual basis, a curriculum for one child abuse and neglect information/training workshop for all employees to be conducted in (prior to camp season or annually – be specific).

#### Implementation

The procedures for implementing the Child Abuse and Neglect Policy will include information about training all \_\_\_\_\_  
(Agency Name)

employees on information about child abuse and neglect and mandated reporting procedures, and maintaining documentation and record keeping resulting from reports of suspected abuse and neglect to the Department of Social Services. Nothing in this policy, however, prohibits any employee from notifying the Department of Social Services (DSS) directly when such professional has reasonable cause to believe abuse or neglect occurred. In such a case, the \_\_\_\_\_  
(Owner, President, Manager)  
must be informed that the suspected abuse or neglect was reported.

#### Training

##### New Employees

Prior to the start of employment or within the first (30 days), every new employee will be required to attend training on mandated reporting requirements pursuant to \_\_\_\_\_  
(Provide State Law)

##### Current Employees

Every employee will be required on an annual basis to attend training on mandated reporting requirements pursuant to \_\_\_\_\_  
(Provide State Law)

Every employee will be required on an annual basis to attend a workshop that includes information on the legal and psychological aspects of child sexual and physical abuse, the impact such abuse has on children, the appropriate response to a child who has made an allegation of abuse and staff behavior that is considered to be inappropriate towards a child.

**III. Application continued****Documentation and Record Keeping**

The \_\_\_\_\_ will:  
(Provide position title)

- Develop a procedure for building-based and system-wide documentation and record keeping of complaints relating to the conduct of personnel and students regarding child abuse and neglect,
- In cases involving personnel, develop a procedure for communicating in writing to the complainants of the status and disposition of the case, to the extent possible, without compromising the investigation or confidentiality rights of involved persons, and
- Notify management and employees on an annual basis of their obligation to advise and inform the management of allegations and complaints that involve suspected criminal activity as it relates to issues of child abuse and neglect.

**Complaints**

A person who believes the policy and/or procedures have not been correctly observed, should contact either of the following \_\_\_\_\_ administrators:

(Agency Name)

(Provide Title, Address, Phone Number, Etc)

**Penalties**

According to \_\_\_\_\_, mandated reporters are immune from civil or criminal liability when they file a report pursuant to  
(State Law)

their duties. Mandated reporters cannot be discharged, discriminated against or retaliated against by their employers if they, in good faith, make a report or testify in any proceeding involving child abuse or neglect. If any of these things happen, the employer shall be liable.

The statute also states that any person who is legally required to report suspected child abuse, i.e., is a mandated reporter, who fails to do so is subject to a criminal fine. In addition, employees will be subject to disciplinary action by the \_\_\_\_\_ up to and including dismissal.

**On this date, \_\_\_\_\_, I received a copy of \_\_\_\_\_'s Child Abuse and Neglect Policy. Not only**  
(Agency Name)

**did I receive a copy, but we also reviewed and discussed the following:**

- **Possible indicators of child abuse and neglect**
- **What is considered to be inappropriate staff behavior towards a child**
- **Procedures I should take should I suspect abuse**
- **Review of State Laws requiring that require me, in my professional capacity, to act as a "Mandated Reporter" of suspected child abuse and/or neglect.**

**Employee's Signature** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_

**Copies: Employee  
Employee File**

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.