

ST. JOSEPH ACADEMY

Department:	ECEC
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I. Policy: This policy outlines St. Joseph Academy's (SJA) procedure on reporting child abuse and neglect, staff being accused of abuse and neglect of a child and situations where representatives from Child Protective Services (CPS) investigates a case at SJA.

II. Procedure:

A. **Background:**

The Department of Children and Families (DCF) considers individuals working with children mandated reporters. This means you are required to report any suspicions of child abuse and neglect. It is not our responsibility to prove that a child is being abused or neglected, our job and responsibility is to report our suspicions.

Prior to contacting Child Protective Services, you must do the following:

1. Document your observations. You can write your observations in the medical log and/or complete an incident report.
2. Notify your immediate supervisor of your suspicions. When age appropriate, the ECEC management staff may ask you to ask the child some open-ended questions about the incident, and/or it might be decided to ask the parent some additional questions.
3. If it is deemed that the situation should be reported, the immediate supervisor will contact CPS.

Please note, informing the ECEC management staff does not alleviate your responsibility for reporting your suspicions to CPS. You are to follow up with the ECEC management team to see if the incident was reported. If they failed to report the incident and you feel that this incident should be reported, you are to contact CPS and make the report. The phone number for CPS is 414-220-SAFE.

B. **CPS Referral:**

When you contact CPS, they will ask you several questions. Be prepared to provide the following information:

- The child's name
- The child's date of birth
- The parent or guardian's name
- The parent's home and/or work phone number
- The child's home address
- If the child has other siblings that live in the household
- Description of the incident

CPS may contact the parent and/or visit the child at SJA. CPS will not inform the parent of who made the referral.

C. CPS Visit:

Typically when a referral is made to CPS, they will visit the child's home, as well as, the child care program. In the event that CPS visits the child at SJA, the ECEC management staff should be notified immediately. The ECEC management staff along with the child's primary care providers will meet with CPS. In the event CPS wants to meet with the child alone, a space will be provided and a manager will wait outside the door while CPS meets with the child.

D. Staff Being Accused of Abuse or Neglect:

If an accusation of abuse and neglect is made against a staff member, the ECEC management staff will conduct an investigation. Depending on the severity of the situation, the staff may be removed from the classroom and/or suspended without pay until the outcome of the investigation.

The ECEC management staff will notify the licensing specialist of the accusation, as well as, inform him/her of the outcome. The ECEC management staff will notify HR, who then will contact Christian Brothers. If the staff member is found guilty of the accusation, employment with SJA will be terminated immediately.

E. Investigation of Abuse or Neglect of a Child Outside of SJA:

If a staff member is involved with a case of abuse or neglect that occurred outside the agency, the staff member must notify the ECEC management staff immediately. The ECEC management staff will notify the licensing specialist.

How we handle the situation will be determined with input provided by the licensing specialist. Depending on the situation, the staff member may be suspended without pay until the outcome of the case has been decided. If the staff member is found guilty of abuse or neglect or any misconduct involving a child, their employment with SJA will be terminated immediately.

Approved by: 
President/CEO

Date 7/8/21