

**ALHAMBRA UNIFIED SCHOOL DISTRICT  
OFFICE OF THE ASSISTANT SUPERINTENDENT, STUDENT SERVICES  
BULLETIN NO. 6  
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**THE MISTREATMENT OF MINORS (CHILD ABUSE)**

Under California state law (P.C. 11164-11174.3) specific professional groups, including educators, are mandated to report known or suspected child abuse.

**What Must Be Reported** – The law defines child abuse as: physical abuse, physical neglect, sexual abuse, or emotional maltreatment.

**Who Must Report** – Mandated reporters include all school employees—administrators, teachers, certificated staff, and classified staff.

**When to Report** – A telephone report must be made immediately, or as soon as practically possible, when the reporter in his/her professional capacity or within the scope of employment obtains knowledge of, or observes a child, whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. A written report must be completed and sent within 36 hours after the telephone report has been made.

**Procedure for Reporting** –

1. Complete the Suspected Child Abuse Report form (available in the Health Office).
2. Call the Child Protection Hotline, 1-800-540-4000; record the case reference number and name of official(s) contacted (“Section B” of the Suspected Child Abuse Report form).
3. Fax the completed Suspected Child Abuse Report to the District Health Services Department at fax number (626) 943-8036.

**Individual Responsibility** – *Any person who is a mandated reporter must report abuse.*

- A mandated reporter may ask the school site Principal or designee for help in completing the report; however, the mandated reporter is personally responsible for ensuring the written report is made.
- Any employee reporting child abuse is encouraged, but not required, to notify the school site Principal or designee as soon as possible after the initial telephone report.

- When two or more persons who are required to report have joint knowledge of child abuse or suspected instance of child abuse or neglect, they may elect one person to report. However, if the person elected to report fails to do so, then the other person is responsible for making the report.

**Confidentiality** – A mandated reporter is required to give his/her name to the appropriate agencies when reporting suspected child abuse. The reporter's identity is confidential and may only be disclosed in limited circumstances as allowed by law. A mandated reporter is not required to give his/her name to the site administrator. A non-mandated reporter may report anonymously.

**Immunity** – A mandated reporter is immune from civil or criminal liability as a result of making a report. No employee can be dismissed, disciplined or harassed for making a report of suspected child abuse. No supervisor or administrator may impede or inhibit such reporting duties.

**Liability** – A mandated reporter who fails to report by telephone immediately, or as soon as practically possible, and in writing within 36 hours, is guilty of a misdemeanor punishable by confinement in jail for up to six months and/or a fine of up to \$1,000. A certificated employee also risks loss of credential and/or license. A mandated reporter may also be held civilly liable for failure to report.