

# ***KOKOMO SCHOOL CORPORATION***

## **PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT**

2022-2023

When any school employee suspects child abuse/neglect, the following steps **must** be taken:

### **CHILD ABUSE/NEGLECT REPORTING**

1. The school employee (original reporter) will immediately report the information to the Indiana Child Abuse and Neglect Hotline (1-800-800-5556).
2. After reporting the information to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will report the information to the building principal or designee. If the principal or designee is unavailable, the Director of Social and Student Services will be contacted at 455-8000 ext. 10309.
3. After the oral report has been made to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will complete a written report (FPP-310 Form) and send a copy of the form to the Director of Social and Student Services at the Administrative Service Center.
4. Any questions regarding the reporting procedure should be directed to the Director of Social and Student Services.

**The Indiana Child Abuse and Neglect Hotline number is:**

**1-800-800-5556**

### **INSTITUTIONAL REPORTING**

If any school employee is accused of abuse/neglect of a child, the building principal will immediately make the initial oral report to the Indiana Child Abuse and Neglect Hotline at **1-800-800-5556**, and then to the Director of Social and Student Services at 455-8000, ext. 10309. Child Protection Services will notify law enforcement if warranted.



# PRELIMINARY REPORT OF ALLEGED CHILD ABUSE OR NEGLECT

State Form 114 (R9 / 1-06) / CW 0310

Preliminary Report of Alleged Child Abuse or Neglect: In compliance with Indiana Public Law 276, Acts of 1979, IC 31-33-18, the information provided upon completion of this form will be treated as a CONFIDENTIAL RECORD.

Family surname		Name of county
Date of report (month, day, year)	Name of complainant (and Title / Agency, if applicable)	Relationship to child
Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Address (number and street, city, state, and ZIP code)	Telephone number (      )

## PARENT / GUARDIAN INFORMATION

NAME	ROLE	DOB	AGE	SEX	RACE*	HISPANIC ORIGIN	ADDRESS (street, city, county, state, and ZIP code)	TELEPHONE NO.
	<input type="checkbox"/> Alleged Perpetrator <input type="checkbox"/> Uninvolved					<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Alleged Perpetrator <input type="checkbox"/> Uninvolved					<input type="checkbox"/> Yes <input type="checkbox"/> No		
NAME OF CHILDREN		DOB	AGE	SEX	RACE*	HISPANIC ORIGIN	CURRENT LOCATION (if other than home)	
A						<input type="checkbox"/> Yes <input type="checkbox"/> No		
B						<input type="checkbox"/> Yes <input type="checkbox"/> No		
C						<input type="checkbox"/> Yes <input type="checkbox"/> No		
D						<input type="checkbox"/> Yes <input type="checkbox"/> No		
E						<input type="checkbox"/> Yes <input type="checkbox"/> No		
F						<input type="checkbox"/> Yes <input type="checkbox"/> No		

## ALLEGED PERPETRATOR (if other than parent / guardian)

NAME	DOB	AGE	SEX	RACE*	HISPANIC ORIGIN	ADDRESS (street, city, county, state, and ZIP code)	TELEPHONE NO.	REL. TO CHILD
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			

## OTHER PERSON RESPONSIBLE FOR CHILD(REN)

NAME	DOB	AGE	SEX	RACE*	HISPANIC ORIGIN	ADDRESS (street, city, county, state, and ZIP code)	TELEPHONE NO.	REL. TO CHILD
					<input type="checkbox"/> Yes <input type="checkbox"/> No			

\* See race codes on reverse side of this form.

## NATURE OF COMPLAINT

Is the child in imminent danger of serious bodily harm? ☐ Yes ☐ No If Yes, state why: Request the nature and extent of injury or neglect; if abuse, request where and when the abuse occurred and what part of the body was injured.

Address directions:	Worker safety factors:
Report completed by (name typed or printed)	Title
Signature	Agency or local DCS office
Report assigned to:	Date (month, day, year)

DISTRIBUTION: White - local DCS office; Canary - DCS Central Office; Pink - local DCS office

## INDICATORS OF CHILD ABUSE/NEGLECT

Different types of abuse and neglect have different physical and behavioral indicators.

### Physical Abuse

<b><i>Physical Indicators</i></b>	<b><i>Behavioral Indicators</i></b>
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"><li>• On face, lips, mouth</li><li>• On torso, back buttocks, thighs</li><li>• In various stages of healing</li><li>• Cluster, forming regular patterns</li><li>• Reflecting shape of article used to inflict (electric cord, belt buckle, etc.)</li><li>• On several different surface areas</li><li>• Regularly appear after absence, weekend or vacation</li></ul> <p>Unexplained burns:</p> <ul style="list-style-type: none"><li>• Cigar, cigarette burns, especially on soles, palms, back or buttocks</li><li>• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)</li><li>• Patterned like electric burner, iron, etc.</li><li>• Rope burns on arms, legs, neck or torso</li></ul> <p>Unexplained fractures:</p> <ul style="list-style-type: none"><li>• To skull, nose facial structure</li><li>• In various stages of healing</li><li>• Multiple or spiral fractures</li></ul> <p>Unexplained lacerations or abrasions:</p> <ul style="list-style-type: none"><li>• To mouth, lips, gums, eyes</li><li>• To external genitalia</li></ul>	<p>Wary of adult contacts</p> <p>Apprehensive when other children cry</p> <p>Behavioral extremes</p> <ul style="list-style-type: none"><li>• Aggressiveness</li><li>• Withdrawal</li></ul> <p>Frightened of parents</p> <p>Afraid to go home</p> <p>Reports injury by parents</p>



## Physical Neglect

<b><i>Physical Indicators</i></b>	<b><i>Behavioral Indicators</i></b>
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

## Sexual Abuse

<b><i>Physical Indicators</i></b>	<b><i>Behavioral Indicators</i></b>
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

## Emotional Maltreatment

<b><i>Physical Indicators</i></b>	<b><i>Behavioral Indicators</i></b>
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructible, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"><li>• Compliant, passive</li><li>• Aggressive, demanding</li></ul> Overly adoptive behavior: <ul style="list-style-type: none"><li>• Inappropriately adult</li><li>• Inappropriately infant</li></ul>

# **Kokomo School Corporation**

## **Procedure for Personal Interaction with Students Outside the Scope of Employment**

When any school employee interact with a student outside of the regular school day, the following steps must be followed:

1. When a school employee/volunteer is meeting one-on-one with a student(s), always do so in a public place where you are in full view of others.
2. Employees/volunteer should avoid any physical contact with students, their behavior can be misinterpreted. Limit affection to pats on a student shoulder, high-fives, and handshakes.
3. If a school employee/volunteer is required to meet privately with a student, the door should be open or be held in an area that is easily observed by others passing by.
4. Employees/volunteer's should inform supervisors or other staff members that you are alone with a student and request that he/ she randomly drop in to view the situation.
5. Any employee/volunteer must follow Kokomo Schools policies and guidelines on reporting child abuse/neglect that a student reports. This includes behavioral problems which includes a written report of the incident to the supervisor.
6. In rare incidences which requires a school employee/ volunteer to attend a function at a student's home, the parent/guardian must be present.
7. Supervisors must approve any outside activity after hours between employees/volunteers and school age students. This requires the parent/guardian to sign a release of liability statement before the school function/event occurs.
8. Any private communication between employees/volunteers with students is prohibited. This includes social media websites such as-Facebook, Instagram, Snapchat, instant messaging, texting, etc. In incidences when it is necessary, the parent/guardian and supervisor must be copied at the same time.
9. Acceptable use of cell phones can be used on field trips, off-site programs, and emergencies with students. Parent/guardians and supervisors must be notified of the situation.
10. Any gifts that a student receive must be approved by the supervisors and parent notification is required.