

**Youth Development, Inc.
Early/Head Start
Child Health and Safety
Program Design & Management**

Policy Number:

Effective Date:

Page 1 of 1

Agency Approval Date:
12/5/1996

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**Policy Council Approval
Date:** 8/22/1996, 04/10/1999,
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**Governing Board Approval
Date:** 12/5/1996

COMPONENT: Child Health and Safety 1304.22(a)(5), 1304.41(a)(2)(vi), & Program Design & Management (1304.52(k)(3)(i))

SUBJECT: Reporting Suspected Child Abuse and Neglect

PERFORMANCE OBJECTIVE: Protect all Head Start children from abuse and neglect.

OPERATIONAL PROCEDURES: A non-employee is suspected of abuse and/or neglect

All direct services staff will receive training annually on child abuse and neglect, indicators of abuse, and reporting procedures. Staff will receive a copy of the procedures which must be posted in all YDI licensed facilities.

1. YDI/Head Start policy states that any person who has *reasonable suspicion* of abuse or neglect must:
 - a. Report it immediately to Child Protective Services/Statewide Central Intake. When possible, another staff member will witness the phone call to CPS.
 - b. Complete the [YDI] *Reporting Suspected Child Abuse and/or Neglect Form* and submit a copy to the center director and the child abuse designee.
 - c. Report the incident to his/her immediate supervisor.
2. It is the responsibility of the CPS/SCI and/or local law enforcement to confirm or rule out abuse or neglect and ensure the safety and welfare of the child/children after the report has been made.
3. The report shall be maintained in a locked file cabinet to safeguard confidentiality.
4. In the event that a staff member suspects and/or reports abuse or neglect, they are protected from retaliation or any other disciplinary action, including termination. If it is found that staff maliciously reported an incident, proper disciplinary action may be taken.

A COPY OF THIS POLICY MUST BE POSTED IN ALL CLASSROOMS