



Kids Central, Inc.

Orientation & Training Division

MENTAL HEALTH COMPONENT

Module: 1

Topic: Child Abuse



CHILD ABUSE POLICY

The purpose of this policy is to clarify reporting of suspected child abuse and violations of licensing standard.

Scope:

This policy applies to all Head Start staff, volunteers, vendors, and paid parents.

A. Child Abuse Reporting Procedures:

The law clearly states that a person who suspects that a child has been abused or neglected by any person must immediately report the suspected abuse or neglect to Child Protective Services.

- 1. There must be no attempt to verify the suspicion by investigating or confronting the parents or suspected abuser.**
- 2. A Head Start employee may not delegate or rely on another person to make the report. The first person to whom the child discloses the abuse or neglect, or the first person who suspects a case of abuse, must make the initial verbal report. This report may be made anonymously.**
- 3. If the call to Child Protective Services is not anonymous, staff must fill out a report and submit it to the Executive Director ASAP.**

B. Violation of Child Abuse and/or Neglect

A Teacher or fellow worker, following an accusation of child abuse or neglect against a Head Start employee, should not initiate an investigation. Child Care Licensing (DSS) will conduct the investigation. Any additional questioning by Head Start staff may contaminate the evidence.

The following steps will happen after an employee has been accused of child abuse or neglect.

- 1. The Head Start employee who first receives the report of alleged abuse or neglect by another employee shall make the call to CPS or DSS.**
- 2. The reporting employee will complete a report and submit it to the Executive immediately. The Executive Director will notify the parents of the report.**
- 3. The Executive Director and the Senior Management Team members will determine whether the employee should be placed on administrative leave with or without pay or be reassigned to the administrative office pending the investigation or be permitted to stay in the classroom.**
- 4. If the employee is reassigned or placed on approved leave, the employee will be notified via either hand delivery (in person) or mailed by certified letter – with the request for a return receipt, dated and signed by the recipient.**
- 5. No staff member will discuss the incident until the Executive Director decides the employment status of the accused staff member.**

C. Violations of Standards against a Head Start Employee:

Any suspected violations of KCI's Standards must be reported to the center's lead teacher or the Executive Director.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;**
- b. Reminding a child of behavior expectations daily by using clear, positive statements;**
- c. Redirecting behavior using positive statements; and**
- d. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.**

Standards

- a. Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.**
- b. Positive methods which encourage self-esteem, self-control, and self-direction must be used.**
- c. Violations of minimum standards include but may not be limited to the following occurrences:**
 - i. lack of supervision of children;**
 - ii. inappropriate discipline and guidance of children;**
 - iii. actions which affects children's self-esteem, self-control, and self-direction; and**
 - iv. Cruel or unusual treatment of children includes the following:**
 - § corporal punishment or threats of corporal punishment;**
 - § pinching, shaking, or biting a child;**
 - § hitting a child with a hand or instrument;**
 - § putting anything in or on a child's mouth;**
 - § humiliating, ridiculing, rejecting, or yelling at a child;**
 - § subjecting a child to harsh, abusive, or profane language;**
 - § placing a child in a locked or dark room, bathroom, or closet with the door closed; and**
 - § requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.**

D. Actions/Results of Child Protective Services Findings

- 1. If this is a licensing statutes violation, a conference will be held with the Center Teacher and the Executive Director to determine type of disciplinary action to be taken.**
- 2. If it is agreed that the findings are not of a physical contact the Executive Director will place the employee on disciplinary action, a plan of action, with the follow-up and review dates to address the outcomes/results of the training.**

3. A copy of the plan will go to the following:

- a. Employee**
- b. Human Resources Department for file in employee's file**
- c. Education Services Department for implementation**

The Education Department will observe the employee in the specified time period. The Executive Director will be notified of the results. If it is found that the employee has not adhered to this plan of action, the Senior Management Team will review their status of employment.

E. Procedure for employee, volunteers and paid parents who are arrested for any criminal offenses of the Penal Code.

- 1. If a staff, volunteer or paid parent is arrested for any criminal offenses of The Penal Code it is to be reported within 24 hours of the arrest.**
- 2. The staff member, volunteer or paid parent will be suspended until the matter is resolved by the legal system. Staff members will be suspended without pay pending investigation. If the investigation lasts more than sixty days the employee's position will be staffed according to the agency's needs. If the investigation lasts more than 120 day then the Employee will be terminated.**

(Note) Kids Central, Inc. Head Start has sole discretion to immediately terminate any employee at any time for suspected abuse, regardless of the type, severity or manner, or any violation of this policy.

Alleged Child Abuse Incident management Checklist Form #1

	Check Here	Date	Action Taken
1			Employee contacted the Child Abuse Hotline
2			Reporting form #1 and #3 is sent to the Center Lead Teacher Executive Director, immediately.
3			Lead Teacher or Executive Director has notified the parents of the report regarding the employee.
4			Executive Director has notified members of the Senior Management Team
5			Executive Director and Senior Management Team has determined status of employee.
6			Administrative leave letter regarding the status of the employee will be given
7			If it has been determined that an employee has not violated the policies concerning abuse or neglect, the Human Resources Officer will be notified along with the Center Lead Teacher, Education Staff, and members of the Senior Management Team. If it determined more training is necessary the employee will be placed on a plan of action.
8			Follow up on plan of action by Center Lead Teacher and Education Services Staff.
9			Assessment of plan of action done on employee.
10			Executive Director notified of results.
11			Other relevant information

11. Other relevant information

12. Date/Time/Name of person who reported the incident of alleged abuse

13. Name of person reviewing the checklist

Center Lead Teacher

Date

Executive Director

Date

Human Resource Officer

Date

Alleged Child Abuse Incident Management Checklist Form #2

	Check Here	Date	Action Taken
1			Employee contacted the Center's Lead Teacher or member of the Senior Management Team of KCI
2			Reporting form #2 and #3 is sent to the Center Lead Teacher, Executive Director and Human Resources Officer immediately.
3			Lead Teacher or Executive Director has notified the parents of the report regarding the employee.
4			Site Manager has notified Human Resources Director.
5			Human Resources Officer and Executive Director has determined status of employee.
6			Administrative leave letter regarding the status of the employee will be given
7			If it has been determined that an employee has not violated the policies concerning Standards the Human Resources Director will be notified along with the Center Lead Teacher, and the Education Services Department. If it is determined more training is necessary the employee will be placed on a plan of action.
8			Follow up on plan of action by Center Lead Teacher and Education Services Department.
9			Assessment of plan of action done on employee.
10			Executive Director notified of results.

11. Other relevant information

12. Date/Time/Name of person who reported the incident of alleged abuse

13. Name of person reviewing the checklist

Center Lead Teacher

Date

Executive Director

Date

Human Resource Officer

Date

Kids Central, Inc.

Form #3

SUSPICION OF CHILD ABUSE OR NEGLECT

(Due to the critical nature of this document, complete this form on a computer, typewriter, or use handwriting that is legible.)

Center _____

Date _____

Child's Name _____ Date of Birth _____

Case# _____

(assigned by CPS or DSS hotline)

Staff Member's Name Making the Report _____

Documentation of Incident and Related Events:

(If additional space is needed, write on a separate piece of paper and attach it to the backside of this form.)

**SIGN AND RETURN THIS FORM TO HUMAN RESOURCES OFFICER
KIDS CENTRAL, INC.**

Child Abuse Policy and Procedures

I, _____, have received a copy of the Child Abuse Policy and Procedures. By signature below I acknowledge receipt of and compliance with the KIDS CENTRAL, INC. HEAD START Child Abuse Policy and Procedures.

Signature

Date