



Policy Name:	Mandated Reporting	Date Revised:	3/2018
Purpose:	Guidelines for Reporting Suspected Child Abuse or Neglect	Board Approval:	3/2018

Policy:

Greater New Beginnings Youth Services, Inc. (GNBYS) fully complies with all mandated reporting regulations for suspected child abuse and neglect. All staff are to observe all regulations and report any known or suspected child abuse or neglect.

Definitions:

Physical/Sexual Abuse: Knowingly or intentionally touching another person in a rude, insolent, angry, or sexual manner. This includes any injury of an unknown origin.

Verbal/ Emotional Abuse: Insulting language, harsh or demeaning tones.

Neglect: Placing a minor in a situation that may endanger his or her life or health; abandoning or cruelly confining a minor; depriving a minor of necessary support including food, shelter, medical care, or technology.

Exploitation: Unauthorized use of a client or his or her resources for one's own profit or advantage.

Procedure:

- A. All GNBYS staff are mandated reporters of suspected child abuse and/or neglect (under the California Welfare and Institutions Code 300).
- B. Any staff member that suspects child abuse or neglect must make a report to the Child Protective Services (CPS) hotline for Alameda County. This action is required if, during their work, a staff member suspects a child under the age of 18 is at risk of being abused or neglected or if they have a reasonable suspicion that a youth is being exploited.
 1. Reports must be done by phone to CPS immediately, and the Suspected Child Abuse Report (SCAR) form must be sent to the county within 36 hours.
 2. Staff must also inform the Executive Director immediately. Staff are trained in child abuse reporting and in how to fill out a Suspected Child Abuse Report.
 3. All employees are required to make a report if they suspect child abuse or neglect, even if their supervisor does not believe a report needs to be completed.

- C. Facility Managers and other administrators are instructed to avoid impeding or inhibiting mandated reporting by staff. If staff do not make a suspected child abuse report when there is suspicion to do so, it may affect their employment at GNBYS.
- D. All instances of suspected abuse or neglect should be discussed in supervision and reported to the youth's authorized representative by phone.

Trainings:

All staff are required to attend/participate in CPS Mandated Reporter training at time of hire and a LIC 9108 is completed to substantiate training. It is the responsibility of the staff person to ensure a copy of their certificate of training is placed in their HR Personnel Training File.