



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Child Abuse and Neglect Reporting Requirements

**NUMBER:** BUL – 1347.3

**ISSUER:** David R. Holmquist, General Counsel  
Office of the General Counsel

**DATE:** August 19, 2016

**POLICY:** It is the policy of Los Angeles Unified School District (District) that all District employees shall report suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to a child protective agency and shall prepare and send a written report within 36 hours of receiving the incident information. (Penal Code §11164 et seq.)

**MAJOR CHANGES:** This Bulletin replaces BUL-1347.2 on the same subject issued by Office of the General Counsel, dated July 1, 2011. It provides guidelines for reporting suspected child abuse and neglect as required by law.

**GUIDELINES:** The following guidelines apply:

I. Background

The District recognizes the responsibility of all staff to protect students from abuse or neglect by becoming knowledgeable about abuse/neglect, its indicators, and procedures for filing suspected child abuse reports.

II. District Employees as Mandated Reporters of Suspected Child Abuse

A. All District employees are mandated reporters of suspected child abuse or neglect.

1. When two or more mandated reporters have reasonable suspicion of child abuse and when there is an agreement among them, one report may be made by a single party selected by mutual agreement. However, any party who has knowledge that the designated member failed to file the suspected child abuse report (SCAR) shall thereafter file the SCAR.

2. School volunteers, student workers and guests on campus are not mandated reporters. However, the District encourages them to speak to an administrator promptly regarding any misconduct.

B. Mandated reporters with reasonable suspicion of child abuse or neglect must: 1) call an appropriate local law enforcement agency or Department of Children Family Services (DCFS) **immediately or as soon as practically possible** (site administrator should provide class coverage if needed); and 2) submit the written report to the agency called within 36 hours of receiving the information.

**ROUTING:**  
All Employees  
Administrators



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- C. Failure to comply with this policy may subject an employee to discipline, including dismissal, and possible suspension or revocation of credentials. Failure to comply may subject an employee to personal civil and/or criminal liability, which can result in the cost of defense and subsequent related damages.
- D. State law provides immunity from civil or criminal liability for mandated reporters who file suspected child abuse reports. The District will defend employees in any legal actions who file in the course and scope of their employment duties. Also, mandated reporters shall not be subject to discipline or retaliation for following this policy.

### III. Definitions of Child Abuse

- A. Child abuse can be committed by any adult or any minor (e.g., child of any age to another child). Reportable victims of suspected child abuse include any individual under age 18. Students age 18 or older are not reportable as victims, but administrators must take action to address misconduct involving any student.
- B. Students age 18 or older who are dependent adults can be reported as victims of suspected dependent adult abuse to an adult protective agency. In short, dependent adults are persons 18 or over who have a disability that restricts their ability to carry out normal activities, or to protect their rights. (Refer to District bulletin, [BUL-2449.0, "Dependent/Elder Adult Abuse and Neglect Reporting Requirements"](#)). In addition, information could become available that would lead an employee to suspect and therefore report that an individual over age 18 was a victim of suspected child abuse before the age of 18.
- C. Physical Abuse - Physical injury (external or internal) such as a bruise, welt, burn, or cut inflicted on a child by other than accidental means by another person. Hazing may constitute physical abuse.
- D. Sexual Abuse - Sexual assault and sexual exploitation are child abuse. Sexual assault includes rape, statutory rape, incest, sodomy, lewd or lascivious acts, oral copulation, penetration or intrusion of a genital or anal opening (including the use of an object), intentional touching of genitals or intimate parts or clothing covering them, hazing, human sex trafficking, annoyance or molestation.
  - 1. Consensual Sexual Activity - Certain sexual conduct between consenting parties may or may not constitute child abuse based on the totality of the circumstances (e.g., if the act is natural and healthy sexual exploration). However, under the law certain conduct between parties requires mandated reporters to report, such as "lewd and lascivious" conduct or sexual intercourse involving a minor must be reported if the minor is under 14 and the partner is age 14 years or over.



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2. **Non-consensual Acts** – Non-consensual acts of sexual abuse must be reported. In instances of suspected child-on-child sexual abuse, it may be appropriate to report both children as victims of suspected child abuse as many children who perpetrate abuse may themselves be victims of abuse.
  3. **Pregnancy** – A minor’s pregnancy in and of itself does not constitute child abuse. One must consider the age of the minor at the time of conception and the circumstances under which conception occurred (e.g., physical abuse, duress, statutory sexual assault).
  4. **Commercial Sexual Exploitation and Trafficking** – The commercial sexual exploitation or trafficking of children occurs when a child is treated as a commercial sexual object in exchange for money or something of value and may also include conduct or encouragement of activities related to pornography. Any minor who is engaged in commercial sexual activity whether as a suspected victim, recruiter, or exploiter, must be reported as a victim of child abuse. Signs that a child is a victim include: behavior or attire that is not normative for their age; tattoos and brandings of bar codes, symbols of wealth (e.g., dollar signs, gold coins), and names; frequently runs away from home; frequent absences with suspicious or scripted explanations; has an adult “boyfriend,” “daddy” or “auntie” with whom the child appears unusually deferential.
- E. **Neglect** - The negligent treatment or maltreatment of a child by a person responsible for the child’s welfare, which indicates harm or threatened harm to the child’s health or welfare by acts or omissions. “Severe neglect” is defined as the negligent failure to protect a child from malnutrition, medically diagnosed non-organic failure to thrive, or causing or permitting the child’s person or health to be endangered. Such neglect includes the intentional failure to provide a child with adequate clothing, food, medical care, shelter, or supervision.
- F. **Willful Cruelty or Unjustifiable Punishment** - A situation where any person willfully causes, inflicts or permits unjustifiable physical pain or mental suffering, or a caregiver willfully causes or permits the child to be placed in a situation in which the child’s person or health is endangered. Endangerment and cruel punishment are both reportable categories of child abuse, even if no injury is sustained.
- G. **Mental Suffering, Emotional Well-Being** - A situation where mental suffering has been inflicted upon a child or that a child’s emotional well-being is endangered.

#### IV. **Child Abuse Does Not Include**

- A. The use of an amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to a person(s) or damage to property, for



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purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil.

- B. A **mutual fight** or physical altercation between minors. While it is not child abuse, schools must address any physical violence on campus.

### V. Reasonable Suspicion

- A. Reasonable suspicion means that it is objectively reasonable for a person to contemplate a suspicion, based upon facts or allegations that could cause a reasonable person in a like position, drawing from a person's training, education and experience, to suspect child abuse or neglect.
- B. Child abuse facts or allegations can be brought to the attention of mandated reporters from any source, including but not limited to: the alleged victim, the alleged victim's friend, a journal, a colleague, or anonymous source.
- C. A reasonable suspicion determination does not require proof or having to conduct an investigation by the reporting party.
- D. Employees who need assistance to determine reasonable suspicion may consult with their supervisor or a child protective agency.

### VI. Investigation vs. Clarification

- A. Investigation is a process that consists of interviewing suspected victim(s), witnesses, perpetrator(s), and other individuals, as well as gathering information, in order to determine the truth (i.e., proof) of the allegation. Employees may not investigate an allegation of child abuse.
  - 1. District officials may conduct administrative investigations only subsequent to the conclusion of the child protective agency's investigation or when such agency advises District officials that they may initiate their administrative investigation. Call your Local District Operations Coordinator for assistance. Further, refer to [BUL-6532.1, "Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct,"](#) for information on administrative investigations for child abuse allegedly perpetrated by employees, non-district contracted employees and volunteers.
  - 2. District officials are responsible for monitoring the status of the child protective agency's child abuse investigation. However, immediate steps should be taken to protect any alleged victim of inappropriate conduct.
- B. As opposed to an investigation, clarification is a process of asking the victim(s), alleged perpetrator(s) and other individuals, clarifying questions in order to determine reasonable suspicion of the allegation. An example of clarifying questions may be asking a child, "What is wrong?" or "Tell me about that bruise." Depending on the response, a reasonable suspicion



of suspected child abuse may then be determined or triggered.

VII. Making a Suspected Child Abuse Report (SCAR)

Suspected child abuse reports are to be made only to one child protective agency and the employee has the option of reporting to either DCFS or local law enforcement [e.g., Los Angeles Police Department (LAPD)]. Generally, it is advisable that the report be made to DCFS if the suspected abuse involves potential in-home perpetrator(s) (e.g., parents, relatives, etc.) and physical, mental, neglect or inadequate supervision child abuse. Generally, it is advisable that the report be made to local law enforcement if the suspected abuse involves an employee perpetrator, non-district contracted employees, and volunteers and moderate to severe physical, mental, sexual, neglect or life threatening situation child abuse.

Also, if directed by DCFS to file with law enforcement, the employee can insist that the report be filed with DCFS or can follow DCFS's suggestion and file with law enforcement. Further, if advised by the agency that there will be no investigation and/or District personnel confirms they can initiate the administrative investigation, the mandated reporter must still file the SCAR with the agency.

An employee with knowledge or reasonable suspicion of child abuse/neglect must make a SCAR which consists of two steps: (1) making a telephone report of suspected child abuse immediately or as soon as practically possible to a child protective agency; and (2) sending a written SCAR to the agency called within 36 hours of receiving the information. The SCAR can be found on-line at <http://dcfs.co.la.ca.us/contactus/childabuse.html> and can be used to assist the reporter in knowing what information to provide when making the telephone report.

A. Telephone Report

1. The telephone report must be made immediately or as soon as practically possible to DCFS at (800) 540-4000 (24 hours/seven days a week), or to local law enforcement.
  - a. Schools served by LAPD can call (213) 486-0530 (7:30 a.m. – 4:30 p.m. – Monday through Friday).
  - b. Schools not served by LAPD should call Los Angeles County Sheriff's Department or the police agency serving the school (see Attachment A).
2. When making the telephone report, the reporting person should provide the child protective agency with the following information:
  - a. Identify themselves as a mandated reporter.



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- b. Reporter's name, business address, and work telephone number.
  - c. Child's name, date of birth, address, telephone number, school, grade, class, and present location (if known).
  - d. Parents' or guardians' contact information.
  - e. Information that gave rise to reasonable suspicion of abuse, including names, contact information of sources and witnesses.
  - f. If available, the name, address, telephone number and other relevant personal information about the person(s) who might have abused the child.
  - g. When an employee is reporting suspected child abuse and another employee has knowledge of the same suspected child abuse, the employee making the telephone report should provide the agency with names and contact information for both employees.
3. During the telephone report, the reporting person should also do the following:
- a. Document the date and time the call was made.
  - b. Document the name/address of the agency called, the name of the person taking the report, title, and identification/badge number.
  - c. Inform the agency of school dismissal time and, if known, how the child is transported home (e.g., school bus, parent, walking).
  - d. Ascertain and document the agency's plan regarding what action will be taken, including when an investigation will be initiated if the agency indicates an investigation will occur.
  - e. Clarify and document the agency's directive as to what the school should or should not do regarding the victim and/or alleged perpetrator(s) involved in the report.
  - f. The reporter may request information from the child protective agency regarding the status of the investigation.
  - g. An employee who has a question about whether or not an incident rises to the level of reasonable suspicion as suspected child abuse may consult with a child protective agency or discuss with colleagues. However, regardless of any discussion, an employee who reasonably suspects child abuse must make the telephone and written report of suspected child abuse.

### B. Written Report

1. After making the telephone report, but no later than 36 hours of becoming aware of the conduct giving rise to the suspected child



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abuse, the mandated reporter is to complete the SCAR and mail it to the agency called. If making a report to DCFS, the reporter may file the written report on-line directly.

- a. Provide all information requested on the SCAR (Form SS 8572).
- b. Statements concerning observations of student's injuries, condition, behavior or the perpetrator should be factual, objective and complete and not contain personal judgment or opinions.
- c. Report information describing how injuries occurred or any aspect of the allegations verbatim as space allows. Use quotation marks where appropriate.
- d. Include additional information and photographs, if available.

### 2. Mailing the SCAR

- a. When reporting to DCFS, file on-line directly at <http://dcfs.co.la.ca.us/contactus/childabuse.html> or mail to: DCFS, 1933 S. Broadway, 5<sup>th</sup> Floor, Los Angeles, CA 90007.
- b. When reporting to law enforcement, send the form to the same agency. See Attachment A for a list of law enforcement departments. For example, LAPD's address is: LAPD-Child Abuse Unit, 100 W. First Street, Los Angeles, CA 90012.
- c. The SCAR form may be printed from the DCFS website at <http://dcfs.co.la.ca.us/contactus/childabuse.html> or the LAUSD website at <http://achieve.lausd.net/Page/1604>.

3. The reporting employee may retain a copy of the SCAR as documentation a report was made.

### C. Primary Centers and Preschools - Additional Reporting Requirements

Any incidents of suspected child abuse that occur while a child is in the care of early education centers and State preschools must be reported in accordance with the suspected child abuse reporting procedures described above. In addition, mandated reporters must make a report to the Department of Social Services (DSS) – Community Care Licensing Office (addresses below). Check with the Early Childhood Education Division to determine which office has responsibility over your program site. Such reports shall be made as follows:

1. Make the telephone and written SCAR to an appropriate child protective agency.
2. Immediately thereafter, telephone DSS - Community Care Licensing Office at (310) 337-4335 (Culver City Office) or 323-981-3350 (Monterey Park Office) and make an oral report.



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3. Complete and/mail an “Unusual Incident/Injury/Death Report” (DSS Form LC 624) within seven days to either:

Department of Social Services Community Care Licensing 6167 Bristol Parkway, Suite 400 Culver City, CA 90230	Department of Social Services Community Care Licensing 1000 Corporate Center Drive Monterey Park, CA 91754
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**D. School Nurses and Doctors – Additional Reporting Requirements**

Any incidents of suspected child abuse must be reported by School nurses and doctors in accordance with the suspected child abuse reporting procedures. Medical professionals must also complete a “Medical Report: Suspected Child Physical Abuse and Neglect Examination,” (Cal-EMA 2-900) and send it to the reporting agency.

1. School medical professionals may be requested to provide first aid.
2. Any indication of abuse observed during a child’s examination may be photographed; however, these photographs may only be given to the child protective agency, along with the report. No removal of clothing to inspect the underclothing, breast, buttocks or genitalia is permitted.

**VIII. Child Protective Agencies**

- A. An employee suspecting child abuse or neglect must file the SCAR with one of the following child protective agencies:

1. DCFS at (800) 540-4000 (24 hours/7 days per week).
2. Local Law Enforcement (City Police Departments and Los Angeles County Sheriff’s Department), depending on the local law enforcement agency with jurisdiction over the location where the suspected child abuse occurred (see Attachment A - Local Law Enforcement Departments Serving LAUSD Schools).
3. Early education centers and State preschools must also report incidents to the DSS Community Care Licensing Office at (310) 337-4335 (Culver City) or (323) 981-3350 (Monterey Park).

- B. The following are not child protective agencies and are not authorized to receive SCARs:

1. The District’s Los Angeles School Police Department (LASPD) and school security officers;
2. Site administrator or colleague;
3. School medical professionals (e.g., school nurses and doctors).

**IX. District Response After Filing SCAR**



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- A. Employees: Mandated reporters have the option of apprising the site administrator of the SCAR. However, to ensure the child's protection, separate from the mandated reporting responsibility employees must immediately inform their supervising administrator of the alleged misconduct, orally or in writing. If the alleged perpetrator is the site administrator, the employee should inform the Local District Superintendent, Unit/Division Head, or the Staff Relations/HR Labor Representative of the alleged inappropriate conduct.
- B. Administrators: In instances involving suspected child abuse, the administrator has responsibilities to:
1. Ensure a SCAR has been appropriately filed if known. For example, an administrator should provide class coverage for reporting if needed to allow for the report to be made immediately or as soon as possible.
  2. Monitor the status of the child abuse investigation. Immediate steps should be taken to protect any alleged target(s). Filing a SCAR does not relieve the site of its responsibility to take administrative action to address the alleged misconduct. For example, child abuse investigations are not designed to address administrative issues concerning the educational environment of students. Once the child protective agency has completed its investigation or confirms District officials may initiate their administrative investigation, the administrator shall cooperate with the agency in a coordinated manner and investigate any alleged inappropriate conduct, including, but not limited to:
    - (a) Sexual harassment: Conduct that constitutes suspected child sexual abuse may also constitute sexual harassment or unwelcome conduct of a sexual nature. Child abuse reporting procedures, sexual harassment policies and procedures [[Sexual Harassment Policy \(Student-to-Student, Adult-to-Student, and Student-to-Adult\)](#), BUL-3349.1] and discipline policies should operate in a coordinated manner.
    - (b) Bullying or hazing: Conduct that constitutes suspected child abuse may also constitute bullying or hazing. Child abuse reporting procedures, bullying or hazing policies and procedures ([Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\)](#), BUL-5212.2), and discipline policies should operate in a coordinated manner.
  3. Determine how to proceed when a District employee, non-district contracted employees or volunteers is the alleged perpetrator of suspected child abuse pursuant to [Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct](#), BUL-6532.1. For example, the administrator may consider the following actions as reflected in policy BUL-6532.1:



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- (a) Ensure that relevant District administration, as applicable, is informed, as the employee may be temporarily reassigned if the abuse allegations are under investigation or other risk factors exist. Administrators should be communicating, working closely, and consulting with relevant District administration regarding the administrative investigation and follow-up after the investigation is complete.
- (b) In all instances, safety of students will be the primary criterion for any reassignment decision. Contact your Local District Operations administrator immediately for guidance in ensuring student safety.

### X. Child Protective Agency Response After SCAR is Filed

At a school site, a child protective agency representative has specific legal authority and responsibilities as follows:

- A. May interview the alleged victim during school hours and on school premises without advising the parents. The administrator is to ensure that interviews of staff or students conducted by child protective services representatives take place in a confidential area.
- B. Must afford the alleged victim the option of being interviewed in private or allow the victim to select any staff member to sit in on the interview. However, the staff member may decline the student's request and the student may select another staff member.
- C. May request to interview anyone in the course of the investigation.
- D. May have limited access to students' records if an emergency situation exists (i.e., necessary to protect a student or others).
- E. May take the alleged victim into temporary protective custody without a court order. Child protective agency representatives are required to contact the family regarding temporary custody of a student. All relevant student and agency contact information should be exchanged to facilitate this communication. If the representative has not yet contacted the parent or guardian and the parent or guardian asks the school about the matter, the school may provide them with the contact information of the appropriate child protective agency.

### XI. Confidentiality

- A. Written SCARs are to be completed only by the reporter. The contents and reporter's identity must remain confidential (unless otherwise prescribed by law). To ensure confidentiality, no other individual, including clerical or other office staff, may read, type, file, or be apprised of SCARs. For example, no employee is required to submit a copy to a supervisor or maintain copies of SCARs. However, the employee may retain a copy. SCARs and information contained therein are



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confidential and may be disclosed only as follows:

1. When employees voluntarily waive confidentiality or their identity as a reporter, which may include the limited waiver to disclose the fact that the employee filed a report to a school administrator or other District official.
  2. Between child protective agencies (e.g., DCFS, LAPD).
  3. By court order in a criminal or civil proceeding.
  4. In a criminal prosecution case arising from alleged child abuse, or in a county counsel or district attorney action dealing with termination of custodial rights.
  5. To DSS for early education centers, State preschool programs and to a licensing agency when out-of-home care abuse is suspected.
- B. When responding to parents or guardians about information concerning a SCAR, why a report was made, or who made the report, they should be referred to the child protective agency. Staff may discuss legal requirements, as well as District policy for child abuse reporting, which may include informing them that SCARs are confidential, and the District is not at liberty to discuss specific child abuse reports.
- C. Any violation of the confidentiality of SCARs may be a misdemeanor punishable by up to six months in jail, a fine of \$1,000 dollars or both.

### XII. Prohibited Actions

- A. Employees are not required to obtain assistance from a supervisor or other person prior to filing a SCAR. An employee's reporting responsibility must not be impeded by a supervisor, colleague or any other person. Under no circumstances should an employee be required to justify a decision to report or be compelled to meet with the alleged perpetrator.
- B. No removal or arranging of clothing to provide a visual inspection of the underclothing, breast, buttocks or genitalia of a pupil is permitted.
- C. Any individual (e.g., student, employee) bringing forth an allegation of abuse should not be placed in a position of having to repeat the allegation or to provide a written statement regarding the allegation prior to the report being made.
- D. If the student's safety is at risk, a mandated reporter should not contact the student's or perpetrator's parent or guardian prior to filing a SCAR. Also, mandated reporters should not contact the student's or perpetrator's parent or guardian after filing the SCAR unless approval is obtained from the investigating agency or until the agency investigation has been completed.



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## XIII. Responsibility for Policy Implementation and Training

### A. Employee Responsibilities

1. All District employees must sign Attachment D, “Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements,” at initial employment and annually at each site to which the employee is assigned.
2. All District employees must annually complete the Child Abuse Awareness Training (CAAT) by September 30<sup>th</sup> of every school year. This training consists of viewing the District’s on-line CAAT video and completing the assessment through the District’s Learning Zone (see Attachment E). Employees hired after the September 30<sup>th</sup> date are expected to complete the CAAT within 30 days of employment.

### B. Administrator Responsibilities

1. Review with all employees twice a year (at the beginning of each semester) these child abuse reporting policies and provide them with: (1) Attachment A (*Local Law Enforcement Departments Serving LAUSD Schools*); (2) Attachment B (*Child Abuse Reporting Information Sheet*); and (3) Attachment C (*Child Abuse and Neglect Reporting Procedures Site Plan*).
2. Establish and implement a school site suspected child abuse reporting plan, including a professional development schedule regarding suspected child abuse reporting, distribution of Attachments A, B, and C, and designation of an administrator or designee available to assist employees in meeting their mandated suspected child abuse reporting responsibilities for those seeking assistance.
3. Ensure each employee under their supervision has annually signed Attachment D, “Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements.” Administrators are to maintain a file containing a complete set of signed Attachment Ds for employees under their supervision. Alternatively, an employee who successfully completes the CAAT training will have certified the Employee Acknowledgement; the supervisor can maintain a file of CAAT training completion certificates to meet this requirement.
4. Ensure every employee under their supervision annually completes the CAAT by September 30<sup>th</sup> or within 30 days of employment.
5. Incorporate and document these activities in the Safe School Plan, Volume 1 – Prevention Programs.
6. Certify in the “Administrator Certification Form” the site has complied with the mandates of this policy.



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**AUTHORITY:** This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

Education Code §§ 44807, 44932, 49001, and 49050

Penal Code § 11164 et seq.

Welfare & Institutions Code §§ 232, 300, 318, and 602

**RELATED  
RESOURCES:**

- [Administrator Certification Form](#), Memorandum issued annually by Office of the Superintendent
- [Not in Our Schools, Not in Our Communities: Address, Prevent, and Eliminate Commercial Sexual Exploitation of Children in the Los Angeles Unified School District](#), Board Resolution 026-15/16, 1/12/16
- [Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\)](#), BUL-5212.2, 11/26/14, Office of the Superintendent and School Operations
- [Child Abuse Awareness Training \(CAAT\) and Resources](#), Memorandum issued annually by Office of School Operations and Educational Services
- [Code of Conduct with Students - Distribution and Dissemination Requirement](#), BUL-5167.0, 7/1/10, Office of the Superintendent
- [Dependent/Elder Adult Abuse and Neglect Reporting Requirements](#), BUL-2449.0, 6/6/06, Office of the General Counsel
- [Incident System Tracking Accountability Report](#), BUL-5269.2, 7/10/13, Office of the Superintendent.
- [Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct](#), BUL-6532.1, 5/23/16, Human Resources Division and Office of the General Counsel
- [Safe School Plans Update: Prevention - Volume 1 – \(Coordinated Safe and Healthy Schools Assessment/Practices\), Response - Volume 2 - \(Emergency Procedures/Practices\), and Recovery - Volume 3 \(Intervention & Recovery Procedures/Practices\) – Update](#), Reference Guide issued annually by Office of School Operations
- [Sexual Harassment Policy \(Student-to-Student, Adult-to-Student, and Student-to-Adult\)](#), BUL-3349.1, 8/6/14, Office of the General Counsel



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- ATTACHMENTS:**
- Attachment A *Local Law Enforcement Departments Serving LAUSD Schools*
  - Attachment B *Child Abuse Information Sheet*
  - Attachment C *Child Abuse and Neglect Reporting Procedures Site Plan*
  - Attachment D *Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements*
  - Attachment E *Requirement to Annually Complete the Child Abuse Awareness Training Assessment (CAAT)*

**FORMS:** Suspected Child Abuse Report (SCAR) (Form SS 8572) may be accessed at:

- LAUSD Office of School Operations: <http://achieve.lausd.net/Page/1604>
- DCFS: <http://dcfs.co.la.ca.us/contactus/childabuse.html>

**ASSISTANCE:** For assistance or more information with:

- School Site Procedures, [Local District Administrator of Operations](#); [Los Angeles School Police Department](#), (213) 625-6631
- Legal Questions, [Office of the General Counsel](#), (213) 241-7600
- Child Abuse Awareness Training Kit and Questions, [Office of School Operations](#), (213)241-5337; <http://achieve.lausd.net/Page/5184>; <http://achieve.lausd.net/Page/7669>
- Student Involved Sexual Harassment Response and Reporting, [Educational Equity Compliance Office](#), (213) 241-7682;
- Staff Relations Issues, [Office of Staff Relations](#), (213) 241-6056



## LOCAL LAW ENFORCEMENT DEPARTMENTS SERVING LAUSD SCHOOLS

Below is a list of local law enforcement departments serving schools within Los Angeles Unified School District. When reporting suspected child abuse to local law enforcement: (1) Call local law enforcement immediately or as soon as practically possible; and (2) File the written Suspected Child Abuse Report (SCAR) (SS 8572) to the same department called within 36 hours of the allegation (write Attn: Child Abuse Unit on the envelope).

### CITY POLICE DEPARTMENTS

#### **Bell Police Department**

6326 Pine Avenue  
Bell, CA 90201  
(323) 585-1245

#### **Los Angeles Police Department**

100 W. First Street - Room 351  
Los Angeles, CA 90012  
(213) 486-0530

#### **Culver City Police Department**

4040 Duquesne Avenue  
Culver City, CA 90230  
(310) 837-1221

#### **Monterey Park Police Department**

320 W. Newmark Avenue  
Monterey Park, CA 91754  
(626) 573-1311

#### **Gardena Police Department**

1718 W. 162nd Street  
Gardena, CA 90248  
(310) 217-9670

#### **San Fernando Police Department**

910 First Street  
San Fernando, CA 91340  
(818) 898-1267

#### **Hawthorne Police Department**

12501 S. Hawthorne Blvd  
Hawthorne, CA 90250  
(310) 349-2700

#### **South Gate Police Department**

8620 California Avenue  
South Gate, CA 90280  
(323) 563-5400 (main)  
(323) 563-5436 (dispatch)

#### **Huntington Park Police Department**

6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

#### **Vernon Police Department**

4305 S. Santa Fe Avenue  
Vernon, CA 90058  
(323) 587-5171  
(323) 587-8135 (emergency)

#### **Inglewood Police Department**

1 Manchester Blvd.  
Inglewood, CA 90301  
(310) 412-8771.  
(310) 412-5210 (front desk)

**See Next Page for Los Angeles County Sheriff Department Stations**



**LOS ANGELES COUNTY SHERIFFS' DEPARTMENT STATIONS**

**Carson Sheriff Station**

21356 S. Avalon Blvd.  
Carson, CA 90745  
(310) 830-1123

**Lomita Sheriff Station**

26123 Narbonne Ave.  
Lomita, CA 90717  
(310) 539-1661

**Century Sheriff Station**

11703 Alameda St.  
Lynwood, CA 90262  
(323) 568-4800

**Malibu/Lost Hills Sheriff Station**

27050 Agoura Rd.  
Agoura, CA 91301  
(310) 878-1808

**East Los Angeles Sheriff Station**

5019 E. Third St.  
Los Angeles, CA 90022  
(323) 264-4151

**Marina Del Rey Sheriff Station**

13851 Fiji Way  
Marina Del Rey, CA 90292  
(310) 456-6652  
(818) 991-8003

**South Los Angeles Sheriff Station**

1310 W. Imperial Highway  
Los Angeles, CA 90044  
(323) 820-6700

**West Hollywood Sheriff Station**

780 N. San Vicente Blvd.  
West Hollywood, CA 90069  
(310) 855-8850



## CHILD ABUSE REPORTING INFORMATION SHEET

The Los Angeles Unified School District (District) has policies and procedures regarding the reporting of suspected child abuse to an appropriate child protective agency. This summary serves as a reference guide to those policies/procedures pertinent to the identification and reporting of suspected child abuse. In addition to this summary, *employees should familiarize themselves with the District's "Child Abuse and Neglect Reporting Requirements" bulletin No. BUL-1347.3.* Employees will be expected to, and are responsible to, adhere to the District's policies regarding suspected child abuse reporting.

### I. California Law

A District employee “. . . in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom . . . [the employee] knows or reasonably suspects has been the victim of child abuse or neglect . . . shall report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone. Thereafter, the District employee must prepare and send a written report within 36 hours of receiving the information concerning the incident to the child protective agency called.”

- All District employees are mandated to report suspected child abuse. As such, District employees are “mandated reporters” of suspected child abuse. A report made by a mandated reporter is deemed a “mandated report.”
- Each District employee is individually responsible for reporting suspected child abuse.
- Reporting suspected child abuse to a principal, site administrator, supervisor, school nurse/doctor, school counselor, co-worker, Los Angeles School Police Department (LASPD), or other person does not relieve a mandated reporter of their responsibility to report to an appropriate child protective agency.
- Contents of a SCAR shall remain confidential.

### II. Definitions – “Child Abuse” includes the following:

- Physical Abuse –physical injuries such as bruises, welts, burns, cuts, etc.
- Sexual Abuse – sexual assault, sexual exploitation, molestation, human sexual trafficking, etc.
- Neglect – negligent treatment, maltreatment, or failure to provide adequate clothing, food, medical care, shelter, or supervision.
- Life Endangerment – any act by a person who willfully causes, inflicts or permits any child to endure cruel and inhuman corporal punishment, mental suffering, etc.

### III. Child Abuse Reporting Procedures

An employee suspecting child abuse or neglect must: (1) Immediately, or as soon as practically possible, make the child abuse telephone report to an appropriate child protective agency, either Department of Children and Family Services (DCFS) (24 hours/7 days per week) or local law enforcement serving the school (see Attachment A - *Local Law Enforcement Departments Serving LAUSD Schools*); and (2) File a written report with the same agency called within 36 hours of receiving the information concerning the conduct as follows:



- DCFS – (800) 540-4000
  - Los Angeles Police Department (LAPD) – Child Abuse Unit – (213) 486-0530
  - Los Angeles County Sheriff’s Department
  - City Police Department serving the school
- The SCAR (SS 8572) can be printed from LAUSD’s website at <http://achieve.lausd.net/Page/1604> or is available on-line through the DCFS website at <http://dcfs.co.la.ca.us/contactus/childabuse.html>.
  - The identity of a District employee who reports suspected child abuse shall remain confidential and disclosed only between designated child protective agencies, by court order, when needed for specified court actions, or if the employee waives confidentiality.

#### IV. **Prohibited Actions**

- Never contact the child’s or the alleged perpetrator’s parent or guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- Never conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- Never report suspected child abuse to LASPD, as the law provides that *LASPD is not a child protective agency*.
- No removal or arranging of any clothing to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil is permitted.

#### V. **District Employee Named as Alleged Perpetrator**

- District officials may temporarily reassign an employee who has been named as an alleged perpetrator in a report of suspected child abuse.
- A District employee who is temporarily transferred or reassigned will be presumed innocent pending the outcome of the investigation and will have all appropriate due process rights.

#### VI. **Consequences for Reporting or Failing to Report**

- A violation of these policies and the law may lead to disciplinary action, up to and including dismissal from the District. Also, failure to report suspected child abuse is a misdemeanor punishable by imprisonment in the county jail for a maximum of six months, a fine up to \$1,000, or both.
- Generally, District employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.

**FOR FURTHER ASSISTANCE, PLEASE CONTACT  
OFFICE OF THE GENERAL COUNSEL AT (213) 241-7600**



\_\_\_\_\_SCHOOL

**CHILD ABUSE AND NEGLECT REPORTING PROCEDURES SITE PLAN**

*Once a District employee reasonably suspects that conduct may be an indication of suspected child abuse, the employee must: (1) make a telephone report of the suspected child abuse immediately, or as soon as practically possible, to an appropriate child protective agency, either local law enforcement agency serving the school or Department of Children and Family Services (DCFS); and (2) file a suspected child abuse report to the agency called within 36 hours of receiving the information.*

\_\_\_\_\_ Complete Suspected Child Abuse Report (SCAR) (Form SS 8572) prior to making the telephone report. (Available on-line @ District website - <http://achieve.lausd.net/Page/1604> or DCFS website – <http://dcfs.co.la.ca.us/contactus/childabuse.html> or in Main Office or Health Office)

\_\_\_\_\_ a) For physical or sexual abuse and/or life-threatening/endangering situations, call immediately:  
LA Police Department, Child Abuse Unit - (213) 486-0530 (call DCFS if after hours), LA County Sheriff's Department \_\_\_\_\_  
Or City Police Department serving the school \_\_\_\_\_

b) For neglect, endangerment, or emotional abuse, call immediately:  
DCFS - (800) 540-4000 (24 hours/7 days per week)

\_\_\_\_\_ An employee may disclose to the Principal or Site Administrator that the employee filed a SCAR; however, informing the Principal or Site Administrator of the alleged inappropriate conduct is mandatory when the alleged perpetrator of the suspected child abuse is another employee, school related adult or a student. An employee informing an administrator or other person of the alleged inappropriate conduct has not fulfilled their individual responsibility to make a mandated telephone and written report of suspected child abuse to local law enforcement or DCFS.

\_\_\_\_\_ Document the date and time call is made, record the contact person's name, title, and ID number, as well as the agency response or directive.

Date \_\_\_\_\_ Time \_\_\_\_\_ Contact Person \_\_\_\_\_  
Title \_\_\_\_\_ ID Number \_\_\_\_\_  
Agency Response or Directive \_\_\_\_\_  
\_\_\_\_\_

**DISTRIBUTION OF SCAR (Form SS 8572)**

\_\_\_\_\_ Reporter may retain a copy as documentation that a report was made in a timely manner.

\_\_\_\_\_ Send a copy of SCAR (SS 8572) within 36 hours of knowledge of the conduct to the child protective agency (local law enforcement or DCFS) that was called. An employee making a telephone report to DCFS may file the written report on the DCFS website at <http://dcfs.co.la.ca.us/contactus/childabuse.html>.



**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**EMPLOYEE ACKNOWLEDGEMENT  
OF SUSPECTED CHILD ABUSE REPORTING  
DISTRICT POLICY AND LEGAL  
REQUIREMENTS**

1. I have been fully informed of my individual responsibility to report suspected child abuse as specified by District policy and state law.
2. I have received training on suspected child abuse reporting laws, child abuse reporting procedures, and my duties as a mandated reporter.
3. I understand that reporting suspected child abuse is my individual responsibility and that my failure to comply with child abuse reporting laws and/or LAUSD child abuse reporting procedures may subject me to professional liability, which may include discipline, demotion, dismissal, and the possible suspension or revocation of credentials, and criminal and/or civil liability.
4. I understand that, if I reasonably suspect that conduct by another LAUSD employee, other school related adult, or a student to another student may be an indication of suspected child abuse, I must report the suspected child abuse to an appropriate child protective agency ***and*** I must inform my supervising administrator of the alleged inappropriate conduct.
5. I have been provided with a copy of the *Child Abuse Reporting Information Sheet* (Attachment B of District policy, BUL-1347.3, “*Child Abuse and Neglect Reporting Requirements*”) which summarizes my suspected child abuse reporting responsibilities as a LAUSD employee.
6. I further understand that if, at any time during the course of my employment with LAUSD, I make a report of suspected child abuse consistent with District suspected child abuse reporting policy and procedures, I will be defended by the District against any actions or claims that may be made as a result of the report and that the District will pay all expenses associated with such defense.

I hereby certify that I have knowledge of the suspected child abuse reporting legal mandates, LAUSD child abuse reporting procedures, and that I will comply with them.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print)

Employee Number: \_\_\_\_\_ Position: \_\_\_\_\_

School or Office Location: \_\_\_\_\_ Date: \_\_\_\_\_

**A COPY OF THIS CERTIFICATION WILL BE RETAINED  
BY YOUR SCHOOL OR SITE ADMINISTRATOR**



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **REQUIREMENT TO ANNUALLY COMPLETE THE CHILD ABUSE AWARENESS TRAINING ASSESSMENT ([CAAT](#))**

#### **1. Child Abuse Training Requirement**

- a. All District employees must annually complete the Child Abuse Awareness Training (CAAT) by September 30<sup>th</sup> of every school year. This training consists of viewing the District's "Child Abuse Awareness Training" video and completing the on-line CAAT Assessment through the District's [Learning Zone](#), using the employee's Single-Sign-On.
- b. Employees hired after the September 30<sup>th</sup> date are expected to complete the CAAT within 30 days of employment and annually by September 30<sup>th</sup> thereafter.

#### **2. Child Abuse Awareness Training Video**

The Child Abuse Awareness Training Video is approximately 15 minutes long. The video can be viewed on-line from any computer. The video is also available on DVD in the CAAT Kit provided to each school. To access the video on-line, the following steps are to be followed:

- a. From the District's website, click on "[Offices](#)," then click on the "Child Abuse Awareness Training" link.
- b. On [Child Abuse Awareness Training webpage](#), click on "Child Abuse Awareness Training Video."

#### **3. Child Abuse Awareness Training Assessment**

After an employee has viewed the CAAT video, the following steps are to be followed:

- a. From the District's website, click on "[Offices](#)," then click on the "Child Abuse Awareness Training" link.
- b. On [Child Abuse Awareness Training webpage](#), click on "Learning Zone (CAAT Assessment)."
- c. Enter employee's Single Sign-on. (If experiencing difficulty with username or password, contact ITD at 213-241-5200)
- d. Once in the [Learning Zone](#), click on the "My Assessments" tab.
- e. Click on the "Start" link to the right of the "Child Abuse Awareness Training" class.
- f. Once an employee passes the CAAT Assessment (100%), a District Certificate will be able to be printed.
- g. Employees should retain a copy of the CAAT Assessment certificate and provide a copy to their principal or site administrator.