

BPS MANDATORY CHILD ABUSE REPORTING FORM

To be used to document known or suspected child abuse, neglect or abandonment

Known or suspected child abuse, neglect or abandonment must be reported immediately to the Department of Children & Families Central Abuse Hotline (1-800-96ABUSE - 1-800-962-2873). If a BPS employee or volunteer is involved, you must also make a report to Human Resources. **Do not scan this form to childabusereporting@brevardschools.org unless a BPS Employee or Volunteer is suspected of committing abuse (see Section 3).** In cases where the person suspected of committing abuse is not an employee or volunteer, please follow up with a call to your local law enforcement agency. Keep the original in a secure, confidential location and provide copy to your supervisor.

SECTION 1 - INCIDENT INFORMATION

Complete this section prior to making a report to assist the Abuse Hotline operator.

Reporting Employee/Volunteer _____ Date _____
Last Name First Name MI

Work Phone No. _____ Home Phone No. _____

Child _____ Sex _____ Race _____
Last Name First Name MI

Child Date of Birth _____ SSN (if known) _____

Person responsible for alleged abuse: _____
Last Name First Name MI

Suspect's Relationship to child _____

Is this individual an employee or volunteer with BPS? Yes No If **yes**, you must complete Section 3 immediately after making your report to the Abuse Hotline.

Brief description of facts that support your suspicion that a child has been abused or neglected:

SECTION 2 - DCF ABUSE HOTLINE AND LAW ENFORCEMENT

Complete this section with the assistance of the Abuse Hotline operator to document that a report was made

Name of DCF employee to whom report was made _____

Identification number of DCF employee _____. Did DCF accept the report for investigation? Yes No

If your call was transferred to a local law enforcement agency, provide the name of the agency _____,

the Incident or Case No. assigned to the report _____ and the name or Identification No. of the employee to whom the report was made _____.

SECTION 3 - HUMAN RESOURCES REPORT

If the report involves suspected abuse by an BPS employee or volunteer, complete this section. Call District Security (321) 633-1000 ext. 290, scan and email the completed Reporting Form to childabusereporting@brevardschools.org

Work location of suspected BPS employee or volunteer _____ BPS Employee Identification No. _____

School or Department Administrator notified that report was made to DCF _____

Name of Security staff member to whom report was made _____

IDENTIFICATION OF CHILD ABUSE OR NEGLECT

For purposes of identification and referral, all staff members should look for the following signs of child abuse and neglect while interacting with students. If several indicators are present, or if they occur repeatedly, the probability of maltreatment is greater. **Remember that this list is neither exhaustive nor definitive.** Be alert for other signs, such as deteriorating academic performance. Any reasonable doubt as to the existence of abuse should be resolved in favor of reporting.

Signs of Abuse

Physical Indicators

- Unexplained scratches, bruises and welts on face, lips, mouth, neck, torso, back, arms, buttocks, thighs; in various stages of healing; reflecting shape of article used to inflict; regularly appearing after absence, weekend or vacation;
- Unexplained burns (cigar or cigarette burns, especially on soles, palms, back, or buttocks; immersion burns; burns patterned like electric burner, iron, etc.; rope burns on arms, legs, neck, or torso);
- Unexplained fractures to skull, nose, facial structure, fractures in various stages of healing; multiple or spiral fractures;
- Unexplained lacerations to mouth, lips, gums, or eyes;

Behavioral Indicators

- Wary of adult contacts;
- Apprehensive when other children cry;
- Behavioral extremes (aggressiveness or withdrawal);
- Frightened of parents or afraid to go home;
- Reporting injury, sexual abuse, or frequent spankings by parent or other caretaker;
- Role-playing abusive parents or dramatizing abusive situations;
- Parent shows signs of abusive behavior (e.g., shows loss of control, is unusually negative about child, and/or frequently mentions spanking child).

Signs of Neglect

- Consistent hunger, poor hygiene, inappropriate dress (such as no coat in cold weather);
- Lack of supervision apparent at home;
- Unattended physical problems or medical needs;
- Abandonment;
- Begging, stealing food;
- Extended stays at school (early arrival and late departure);
- Constant fatigue, listlessness, or falling asleep in class;
- Delinquency;
- Saying there is no caretaker