



WHEN TO REPORT SYNOPSIS

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- *If you believe a child is in immediate danger, call 911 before contacting Child Protective Services (CPS).*
- Report within 24 hours to CPS if the allegation involves an athletic activity.
- Report no later than 48 hours otherwise.
- Report to your Headmaster immediately (he/she can help walk you through the reporting process if desired) or immediately after you report to CPS.
 - If the allegation involves your Headmaster or Department Head, report directly to the Head of School.

HOW TO REPORT TO CHILD PROTECTIVE SERVICES

- 1-800-252-5400, 24/7
 - If you believe the situation requires action in less than 24 hours, *always* use the hotline.
 - Examples may include serious injury, children under the age of five (e.g., being left alone, injury, etc.), immediate need for medical treatment, sexual abuse where the abuser may have access to the victim within the next 24 hours, etc.
 - The hotline may also be used for situations not requiring action in less than 24 hours.
- Texas Department of Family and Protective Services
 - www.TxAbuseHotline.org

WHAT TO EXPECT WHEN REPORTING TO CHILD PROTECTIVE SERVICES

- Provide basic information (e.g., your name, job title and contact information, names/numbers/DOB of alleged victim, parents, guardians, housemates, siblings, etc.)
- What happened to warrant *reasonable concern to suspect* abuse or neglect.
- Safety concerns (e.g., weapons in the home, substance abuse issues, aggressive animals, etc.).
- Remember, limited information is okay!
- If the report meets the statutory definition of abuse or neglect and investigation will begin within 24-72 hours.
- Reports are also sent to the appropriate law enforcement agency for possible criminal investigation.

POLICY REGARDING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

- This policy applies to behaviors observed in volunteers, parents, colleagues and coworkers.
- Suspicious or inappropriate behaviors include, *but are not limited to*, inappropriate interaction between children, grooming behaviors, including unsuitable behavior modeling.
- The suspicious or inappropriate behaviors must be reported to your Headmaster or Department Head within 24 hours.
 - If the allegation involves your Headmaster or Department Head, report directly to the Head of School.