



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 2
PAGE 1 of 3
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Updated

**SUBJECT: PROCEDURES FOR REPORTING CHILD
ABUSE AND UNUSUAL INCIDENTS**

APPROVED: 10-21-10


BY: Ron Griffin, Director

PURPOSE

Staff to identify risk factors for abuse, and work with the family to clarify appropriate expectations. Cooperate with enforcement agencies and, when possible, work with abusing or neglecting parents and caretakers to provide them support.

POLICY

Child abuse and Neglect Reporting Act, Penal Code 11166.5, requires all employees working for San Bernardino County Preschool Services Department to report all reasonable suspicions of child abuse, including neglect, emotional abuse, sexual exploitation, and physical abuse, including any suspicions of child abuse perpetrated by an PSD employee. For the integrity of the investigation, and sensitivity to the people involved in alleged child abuse or neglect, it is absolutely essential that strict confidentiality is maintained, and that appropriate channels for reporting and resolving the issue are followed.

REFERENCE

Title 22, 1021212; CPS- CA Penal Code 11166.5; Head Start Performance Standards 1304.22 (a)(5)

PROCEDURE

The purpose of this procedure is to ensure compliance with policies set by Community Care Licensing (CCL), Child Protective Services (CPS) and Head Start Performance Standards that governs the prevention, identification, treatment and reporting of child abuse and unusual incidents.

- A. Title 22 Reporting Requirements – 101212(d) Mandates procedures for handling and reporting of Unusual Incidents. Upon the occurrence of any of the events specified below, a report shall be made to Community Care Licensing by telephone or fax within the next working day during normal business hours.
- B.
 - 1. Death of any child from any cause
 - 2. Any injury to any child that requires medial treatment
 - 3. Any unusual incident or child absence that threatens the physical or emotiona health or safety of any child
 - 4. Any suspected physical or psychological abuse of any child
 - 5. Epidemic outbreaks
 - 6. Poisonings
 - 7. Catastrophes
 - 8. Fires or explosions that occur in or on the premises

9. Other

- C. Child Abuse Reporting Requirements – CA Penal Code 11166.5
Mandates procedures for handling and reporting of suspected Child Abuse cases. All staff is subject to this code and the following procedures when handling and reporting child abuse and neglect.
- D. Head Start Performance Standard Requirements – 1304.22 (a)(5)
Federal, State and Tribal laws require educators and caretakers to report all suspected case of abuse and neglect. Procedures must be established to help staff determine when and to whom such a report needs to be made.

All Staff Instructions (Note: Site Supervisor in this context refers to the person in charge of the site at the time of the incident.)

1. Notify the Site Supervisor and/or your immediate Supervisor, and Licensing Analyst. The Licensing Analyst will in turn notify the Safety Procedure Committee. Follow all instructions given by the Licensing Analyst or Designee.
2. If the Program Manager is not available to return the call immediately, leave a voice mail message for the Division Manager at (909) 383-2046
3. Call Community Care Licensing at (951) 482-4200 after speaking with PSD Administration, explain the incident, and follow the instructions of the Child Care Duty worker.
4. Fax copies of the report marked confidential to PSD Administration, Attention To: Licensing Analyst to (909) 383-2083
5. Submit the hard copy original Unusual Incident Report and/or Suspected Child Abuse report to the appropriate authorities (i.e.: CCL, CPS, Police) within 24 hours.

Program Supervisor Instructions

1. Contact the Children Services Program Manager or designee IMMEDIATELY upon knowledge of incident and respond to the reporting party.
2. Immediately after reporting to the Children Services Program Manager or designee, conduct an internal investigation of the incident. Depending on the severity of a staff-related incident, it may be necessary to place staff on Administrative Leave, pending the results of the investigation. A written report of the investigation must be submitted to the Children Service Program Manager within seven (7) business days.
3. Upon knowledge of the incident, the Children Services Program Manager or designee will notify the Deputy Director, the PSD Director and the HS Human Resources Officer, if necessary.
4. The Children Services Program Manager or designee will submit a written recommendation to the Deputy Director, the PSD Director, and the HS Human Resources Officer, if necessary, within three (3) business days based on the investigation report.
5. The PSD Director and/or Human Resource Officer will make suspension or termination determinations based on the results of the investigation
6. A written summary of the results of the investigation and subsequent follow-up actions will be forwarded to Licensing Coordinator for follow-up with CCL.

Safety Committee Instructions

The Safety Committee consists of Licensing Analyst, Education Program Managers, Deputy Director and a representative from another unit of the department. The purpose of the Committee is to review and evaluate all unusual incident reports for the content and nature of the each incident. The Licensing Analyst will follow-up with the Site Supervisor or designee after the committee meeting.

If any concerns or questions arise, please contact your immediate supervisor.

Checklist for Unusual

- _____ **Notify the Site Supervisor and /or your immediate Supervisor, and Licensing Analyst or Designee. Follow all instructions given by the Licensing Analyst.**

- _____ **If your Program Manager is not available to return the call immediately, leave a voice mail for the Division Manager at (383-2046)**

- _____ **After speaking with PSD Administration call Community Care Licensing at (951-782-4200) and ask for the On Duty Officer. Explain the incident and follow their instructions.**

- _____ **Fax copies of the report marked Confidential to PSD Administration, Attention Licensing Analyst (Shairon Nevills) at (909-383-2083)**

- _____ **Submit the hard copy original of the Unusual and /or Suspected Child Abuse report to the appropriate authorities (i.e.: CCL, CPS, Police) within 24 hours.**