

Community Action Team Inc
CHILD & FAMILY DEVELOPMENT PROGRAMS
Child Abuse and Neglect Policy/Procedure (CAN)

Policy:

In accordance with Federal Head Start Program Performance Standard and Oregon Early Learning Division all staff are mandated reporters. In Oregon, child abuse is defined for all children under 18 and includes: neglect, physical abuse, mental injury, sexual abuse, and threat of harm. Child and Family Development Programs (CFDP) staff are mandatory reporters and receive annual training. If a staff member witnesses or suspects child abuse and neglect (CAN) of a child including another staff member engaging in behavior that is reportable as CAN, they are legally required to report it. This policy includes contacts at the center, on home visits and in the community at all times, on duty or off duty. This must be reported as soon as possible after suspecting abuse.

It is the responsibility of CFDP to promote good physical and emotional health in children. It is the legal responsibility of CFDP staff members to report situations where a child's health and safety is endangered. Mandatory reporters who fail to report suspected CAN may face legal consequences, including civil or criminal penalties. Mandatory reporters who fail to report suspected CAN will be subject to disciplinary measures, which may include termination of the staff member who holds primary responsibility of reporting the suspected CAN.

The supervisor in each site will have primary responsibility for ensuring CAN procedures are followed. Each staff person has the responsibility to report suspected CAN.

Procedure:

The supervisor will assure that the CAN policies and procedures are followed.

1. If a child arrives at school with any signs of neglect, physical or sexual abuse, mental injury, or experienced threat of harm, (broken bones, serious untreated injuries or illness, serious bruises or in such an emotional state that s/he fears to go home), immediate action will be taken.
 - a. The staff or supervisor will see that the child receives appropriate medical attention.
 - b. Staff will contact and report the child's condition to the appropriate agency calling Oregon Child Abuse Hotline at 1-855-503-7233(DHS Child Welfare) and inform their supervisor.
 - c. The family will be notified by DHS or law enforcement agency, NOT CFDP staff.
 - d. Staff will follow the CFDP/Child Welfare interagency agreement.
 - e. A CAN Report will be completed within 8 hours and placed in the Center CAN file. The CAN file will remain confidential and cannot be shown to the families as stated by Oregon State law.

- f. The supervisor or staff will make a notation in the child's file giving date, condition noticed and response of family or child.
 - g. At orientation families will be asked to send notes to school regarding unusual marks from bumps, bruises and burns that a child may have.
 - h. Staff are required to report all incidents of domestic violence if a child is in the home to the CAN hotline.
2. If a child arrives at school with potential signs of CAN that are short of reasonable cause of abuse or neglect, the supervisor or staff will make a notation in the child's file giving date, condition noticed and response of family or child.
 - a. If a report is necessary, follow reporting process above.
3. For parent transport, if no one arrives to pick up a child and no alternate arrangements have been made:
 - a. The contacts listed on Emergency Form 3-11 will be called to come get the child.
 - b. If no word from the parent or the emergency contact person is received within 1 hour from the end of class, DHS, Child Welfare will be contacted.
 - c. A written CAN report (form 1-7) will be completed to document this action and follow up.
4. For children transported by bus, the procedure of the contractor will be followed. Staff will inform parents of the contractor's procedure.
 - a. If no designated pick-up person is at the bus stop when the bus arrives, and no alternate arrangements have been made, the contractor will notify the center.
 - b. Staff will follow-up with the parent and emergency contact list if parent is unavailable to arrange for pick up.
 - c. If no word from the parent or the emergency contact person is received within 1 hour from bus drop off, DHS, Child Welfare will be contacted by staff or contractor.
 - d. A written CAN report or (form 1-7) will be completed to document this action and follow up.
5. If DHS, Child Welfare is unavailable when a child is not picked up with 1 hour of the end of class, local police to be contacted.
6. If a staff person witnesses CAN involving another staff person or supervisor, the next level supervisor will be notified and a report completed.
7. All CAN incidents will be documented following program process.