

## Discovery Health & Safety Additions (revision 11/10/17)

### **CHILD ABUSE AND NEGLECT POLICY**

Child care workers are state mandated reporters of child abuse and neglect; we will immediately report suspected or witnessed child abuse or neglect to Child Protective Services (CPS). As well as notifying the director of the suspected/witnessed abuse, the staff member that suspected/ witnessed child abuse or neglect will contact CPS **1-866-820-5437** as soon as possible, especially if they feel the child is in danger. The state licensor is also notified of any CPS report made by the facility. Any mandatory reporter who purposely or knowingly fails to report when required or purposely or knowingly prevents another person from doing so is guilty of a misdemeanor.

A staff member who is suspecting and/or witnesses the abuse will document the said abuse following these guidelines:

#### **Do Not of Reporting**

- Investigate.
- Ask leading questions (a question that suggests the answer or contains the information the questioner is looking for - *that man touched you, didn't he?*).
- Make promises (such as promising not to tell anyone, promising that the abuser will not be mad at the child, promising if you tell someone the abuse will stop, etc.).
- Notify the parents or caretaker.

#### **Do of Reporting**

- Provide a safe environment (comforting, welcoming, etc.).
- Tell the child it is not their fault.
- Listen carefully.
- Document the child's exact quotes.
- Be supportive, not judgmental.
- Ask only FOUR questions:
  - What happened?
  - Who did this to you?
  - Where were you when this happened?
  - When did this happen?
- Asking any additional questions may contaminate the case.