

## **Mandated Child Abuse and Neglect Reporting**

It is required that any person who enters into employment with Westlake Charter Schools (“Westlake” or the “School”) must acknowledge that they are a “child care custodian” as defined in Sections 11164-11174.3 of the Penal Code. Child care custodians, also known as mandated reporters, must comply with the mandated reporting requirements as defined in the Penal Code and in this document.

### General:

Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

### Training:

Westlake shall provide annual training to all personnel regarding the obligations as mandated reporters, and the steps required to report known or suspected abuse. The annual training shall use the online training module provided by the State Department of Social Services or an alternative training method. If an alternative training method is used, the school shall report to the State Department of Education the training being used in its place.

### Abuse and Neglect Defined:

The following situations are reportable conditions: physical abuse, sexual abuse, sexual assault, sexual exploitation, child exploitation, child pornography, child prostitution, neglect, extreme corporal punishment resulting in injury, willful cruelty or unjustifiable punishment, and/or mental suffering.

### Mandated Reporters:

All School employees are mandated reporters and must adhere to this policy.

### When to Report:

A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that, the child has been abused or neglected.

A written report on a standard form must be sent within 36 hours after the telephone report has been made.

Reporting Agencies:

The mandated reporter must make a report to the Sacramento Police Department at (916) 264-5471 or to Sacramento County Child Protective Services at (916) 875-5437.

Individual Responsibility:

Failure to report an incident of known or reasonably suspected child abuse or neglect to an authorized agency as required by Penal Code section 11166 is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

While multiple employees may make an agreement for one (1) employee to file the mandated report to an authorized agency on behalf of all employees who are required to make a report, any failure to make the report may result in all employees being responsible for the non-report. For this reason, all mandated reporters are encouraged to make their own report regardless of the anticipated reporting of another employee.

Employees must also report an incident of known or reasonably suspected child abuse or neglect to the Executive Director or Principal.

Anonymous Reporting:

While mandated reporters are required to provide their name to the agency receiving the report, such agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed or the reporter waives his/her confidentiality.

Immunity:

Mandated reporters are protected under the law against claims for incorrect or false reports and may be entitled to defense coverage for such claims by the California State Board of Control.

No individual can be dismissed, disciplined or harassed for making a good-faith report of suspected child abuse.