

Personnel

Series 400

Policy Title Reporting Child Abuse When Suspected by "Caretaker" Code No. 402.2-E

SUSPECTED CHILD ABUSE REPORTING FORM

This form may be used as the written report which the law requires all mandated reporters to file with the Department of Human Services, following an oral report of suspected child abuse. Fill in as much information under each category as is known. Submit the completed form to the local office of the Department of Human Services.

Family Information

Name of Child: _____ Age: _____ Date of Birth: _____

Address: _____

Phone: _____ School: _____ Grade Level: _____

Name of Parent or Guardian: _____ Phone: _____

Address: _____

Other Children in the Home:

Name	Birthdate	Condition

INFORMATION ABOUT SUSPECTED ABUSE: In this section, indicate the date of suspected abuse; the nature, extent, and cause of the suspected abuse; the person(s) thought to be responsible for the suspected abuse; evidence of previous abuse; and other pertinent information needed to conduct the investigation. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such building as administrator, supervisor, etc.

REPORTER INFORMATION

Name and Title or Position: _____

Office Address: _____

Phone: _____ Relationship to Child: _____

Name(s) of other mandatory reporter(s) who has/have knowledge of the abuse:

Reviewed: February 4, 2008
February 4, 2013
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