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## Mandated Reporting Policy

According to Oklahoma State law (Title 10A, Section 1-2-101), all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that “reasonably appears to have been caused by brutality, abuse or neglect.” Under this law, failure to report such abuse is a Class A Misdemeanor.

Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:

- a. Call the DHS central intake hotline at 1 (800) 522-3511,
- b. Notify the Principal and school counselor, and
- c. Complete a Proud To Partner Leadership Academy incident report.

### **A. Calling the Hotline**

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

### **B. Leadership Team Member’s Role**

While these steps are taking place, the counselor and/or the principal will assist both the faculty member and student in understanding the ramifications of the call. The Principal will debrief the student and, when appropriate, will contact the parent(s)/guardian.

### **C. School’s Role**

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.