



## GUIDELINES FOR REPORTING SUSPECTED ABUSE/NEGLECT

Any employee suspecting abuse or neglect is mandated to report, or cause a report to be filed. Follow District Procedure JHFE-R.

A. SOAP method of reporting is clear, concise, and legally acceptable.

S - Subjective: What the child says:

"My dad hit me with a belt"

O - Objective: What you observe:

3 red raised marks 1"x 2" on upper right back

A - Assessment: Type of abuse suspected:

√ physical

P - Plan: What you do:

- Notify principal
- Notify Department of Social Services or Police Department
- Complete written report

B. Document referral in Infinite Campus under Health Visits according to the presenting problem, (i.e. injury, counseling, etc.)

C. Each school should maintain a separate confidential folder for abuse referrals.

D. Helpful Hints

1. Report incident of suspected abuse or neglect to Social Services as early in the day as possible.
2. Social Services will require specific identify information. Have student demographic information available before calling.
3. When observing for marks under clothing:
  - Ask child to remove own clothing
  - Have another adult present
  - Document marks on body chart
  
4. After report is made, it is Social Services' decision and responsibility to contact parent of alleged victim.

**School nurses should update staff on child abuse reporting procedure annually. This can be accomplished by using the on-line training or with a live presentation**