

**Reporting suspected child abuse and neglect is mandatory for all PSD employees**

Attached you will find the mandatory procedures and form for reporting any suspected child abuse or neglect to the appropriate Poudre School District and county Child Protection officials.

As a Poudre School District employee you are required by law and district policy to report any suspected abuse or neglect. If you have any questions about the procedures or a specific situation, please contact your designated site contact person, or the Director of Students Services, Darcie Votipka (490-3033).

*Thank you for helping to keep children safe!*



Student Services  
1630 S Stover  
Fort Collins, CO 80525

## Mandatory Reporting Requirements for Child Abuse/Neglect

If you suspect child abuse/neglect you *must* follow steps 1 – 13 below. Use these procedures regardless of **who** the suspect is (i.e., student, family member, stranger, district employee, or volunteer):

1. Immediately inform your administrator or his/her designee of your concerns. **No one** has the authority to veto the reporting.
2. If it is necessary for school personnel to examine a student for evidence of physical abuse, two adults should be present during the examination *and the examination should follow the “gym class rule.” Only examine the areas that can be seen if the child were wearing shorts and a t-shirt. Do not examine the child any further.*
3. Complete the *Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form*.
4. Call Larimer County Department of Human Services at **498-6990**.
5. *DO NOT conduct an investigation regarding the case.* Investigations are the responsibility of the appropriate law enforcement agency staff and/or the Department of Human Services.
6. Fax a copy of the *Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form* to the Larimer County Department of Human Services, *Attention: Case Assigner at 498-6995*.
7. Fax a copy of the *Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form* to the Director of Student Services at **490-3190**. The Director will make necessary district-level notification.
8. *Retain a copy of the Known or Suspected Child Abuse/Neglect/Endangerment Reporting Form* in a confidential file. Do not file in the student's special education or cumulative file.
9. Parents will be notified by Larimer County Department of Human Services staff or law enforcement agency staff. *Do not contact parents.*
10. If Department of Human Services staff and/or law enforcement staff visit your site to interview a student, you are *required to ask for photo identification* (badge or identification card). Ask for a business card and retain copy of card(s) in your files. If a student needs to be removed from class for the interview, this should be done by school staff.
11. If Department of Human Services staff and/or law enforcement staff visit your site to conduct an interview, you **must** provide a room that will provide a confidential setting. *School staff shall not be present during the interview of a child by Department of Human Services staff or law enforcement staff.* Whenever possible, law enforcement and Department of Human Services staff will call ahead of time prior to arriving at the site and may want to talk with the reporter of the suspected abuse. Follow-up with the Department of Human Services staff and/or law enforcement staff after the interview. For information regarding the status of a reported child abuse/neglect case, contact the Director of Student Services at **490-3033**.
12. School staff **shall** cooperate with the investigating authorities. In addition, school staff **must** notify investigating authorities of any special needs or conditions of the child such as transportation, translation needs, cognitive ability, etc.
13. By statute (CRS 19-3-401) law enforcement staff may remove a child from a site.

**IMPORTANT**

**You, as the individual who suspects the abuse/neglect are legally responsible for making certain that the report is made to the Department of Human Services immediately. This legal responsibility is not satisfied by merely reporting your suspicion or concern to other school personnel.**

**Additional Information:**

1. If you have reported suspected child abuse/neglect and **no action** has been taken by Department of Human Services or law enforcement agency by the time school is dismissed you may:
  - a. Send the student home after consulting with the principal if the student does not appear to be in imminent danger.
  - b. If the Department of Human Services staff member or law enforcement staff are on their way, remain with the student until their arrival.
  - c. If the student is afraid to go home, refuses to go home, or is determined to be in imminent danger, call the appropriate law enforcement agency:
    - Fort Collins Police Services: **221-6540**
    - Larimer County Sheriff's Office: **416-1985**
  
2. If there is a change in placement (i.e., foster care, other facility) of the student, the Department of Human Services will notify either the school or the Director of Security and School Operations.
  
3. The following are the roles of each agency involved in child abuse cases:

All Poudre School District Employees:	<b>To REPORT</b>
Larimer County Department of Human Services:	<b>To INVESTIGATE</b>
Law Enforcement Agency:	<b>To INVESTIGATE</b>
Larimer County District Attorney's Office:	<b>To PROSECUTE</b>

**For more information, resources, and references see the district's Child Abuse, Neglect and Child Protection manual.**

**For assistance with specific cases or general questions regarding child abuse, neglect and child protection issues at your site contact:**

Darcie Votipka, Director of Student Services: 490-3033 Fax: 490-3190



**Confidential**

Student Services  
1630 S Stover  
Fort Collins, CO 80525

*Confidential use for LCDHS only – Do not release information without permission of Reporter\*(person reporting the abuse indicated in Part 1)*

# Known or Suspected Child Abuse/ Neglect/Endangerment Reporting Form

## Part 1—Reporting Information

Reporter's Name \_\_\_\_\_ Reporter's Title \_\_\_\_\_

Date of This Report \_\_\_\_\_ Reporting Agency/Site \_\_\_\_\_ Phone \_\_\_\_\_

Additional Agency/Site Contact Name and Phone Number (Other than Reporter) \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip \_\_\_\_\_

Date/Time of Oral/Phone Report to Larimer County Department of Human Services \_\_\_\_\_

Name of Larimer County Department of Human Services Employee to Whom Report Was Made \_\_\_\_\_

School Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_

## Part 2—Student Information

Name (Last, First, MI) \_\_\_\_\_ Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name (Last, First, MI) \_\_\_\_\_ Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name (Last, First, MI) \_\_\_\_\_ Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip \_\_\_\_\_

Address where child(ren) can be located if out of home \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Part 3—Parent/Guardian Information

Parent/Legal Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## Part 4—Incident Report: Description and Facts of Suspected Abuse, Neglect, or Endangerment

Name of Suspected Perpetrator(s) if Known \_\_\_\_\_

Date(s) and Location(s) of Incident(s) \_\_\_\_\_ Known Injuries \_\_\_\_\_

Witness(es) to Incident \_\_\_\_\_

Person(s) Witnessing Physical Symptoms \_\_\_\_\_ Date(s) \_\_\_\_\_

Description (Use Additional Sheets of Paper if Necessary) \_\_\_\_\_

Follow-up Information/Notes/Special Needs of Child (Use Additional Sheets of Paper if Necessary) \_\_\_\_\_

Signature of Person Completing This Notice \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Part 5—Reporting/Fax Directions

1. Call Larimer County Department of Human Services at 498-6990 and provide oral report.
2. Fax copy of this form and additional information sheets to Larimer County Department of Human Services at 498-6995.  
Date of Fax \_\_\_\_\_ Time of Fax \_\_\_\_\_
3. Fax copy of this form and additional information sheets to Director of Student Services at 490-3190.  
Date of Fax \_\_\_\_\_ Time of Fax \_\_\_\_\_
4. Retain Copy for confidential file.