

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All School Site Administrators	December 5, 2007		<u>1</u> of <u>1</u>

WAD Title (Limit to 4-6 Words)	Date Due (if applicable)	Not Applicable After N/A
Child Abuse Reporting		

From Meyla Ruwin (Cabinet member or approved by one below)	Title Director, School Health Programs Department	Signature	Telephone 415.242.2615
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Inform Certified Staff Classified Staff Parents Post on Bulletin Board Other _____

Administrative Directive

WHO: **Any SFUSD employee who has reason to suspect child abuse or neglect is a mandated reporter and is responsible for making the report** to Children’s Emergency Services (CES) also known as Child Protective Services (CPS) as soon as possible: **558-2650 or (800) 856-5553**

WHAT: Child Abuse/Neglect is defined as:

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional Abuse

The duty of the mandated reporter is to report suspected child abuse, not to investigate.

WHEN: Any employee who has **reasonable suspicion** that a child is being abused must call the CES reporting line promptly. A written report, using “Suspected Child Abuse Report” form (SS8572-11166PC), is to be submitted **within 36 hours of the verbal report.**

WHERE: **Forms may be obtained by calling CES at 558-2650.** The yellow copy remains at the school site and must be placed in a confidential file. **DO NOT PLACE IN THE STUDENT’S CUMULATIVE FILE.** Information regarding CPS Reports or investigations must never be placed on SIS.

WHY: **The CALIFORNIA CHILD ABUSE and NEGLECT REPORTING ACT** (Penal Code, Article 2.5). All SFUSD school site administrators are to review the Child Abuse Reporting requirements, ensuring that all staff is aware and implementing the requirement.

HOW: **Set aside time at a staff meeting to review child abuse reporting requirements.**

More information on child abuse may be obtained by calling the Child Abuse Prevention Council at 668-0494, or School Health Programs Department, Nurse-of-the-Day at 242-2615.

<i>Approved</i>	Cabinet Member Trish Bascom	Title Student Support Services	Signature
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)