

# REPORT SUSPECTED CHILD ABUSE & NEGLECT

All school district employees are required under California law to report suspected child abuse and neglect.

Any of these acts involving anyone under the age of 18 must be reported.

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Neglect

The District employee ***must*** report to the appropriate law enforcement authorities any reasonable suspicion that a child has been abused or neglected. Responsibility for investigating suspected abuse lies with law enforcement or other legal authorities. You are ***not*** to investigate on your own.

***Your job is to REPORT.***

**“Reasonable suspicion”** occurs when “it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to support child abuse or neglect.”  
(Penal Code 11166)

## YOU MUST REPORT BY PHONE: (714) 940-1000 OR (800) 207-4464, PRIOR TO SUBMITTING A REPORT.

1. **PHONE:** Immediately contact by phone Child Protective Services (CPS) to report the suspected abuse. (If the child is at immediate risk, call 911).
2. **WRITING:** Within 36 hours of phoning CPS, a written report must be faxed to CPS (FAX: (714) 938-0289). The written report should be completed on a state form which can be downloaded at: [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf). The form should be faxed to the same agency that received your phone report. Save the fax confirmation sheet with the written report.

**By law, the name of the employee who makes the report is strictly confidential.  
It is provided only to investigators working on the case.**

**Failure to report suspected child abuse or neglect is a misdemeanor with a punishment not to exceed six months or \$1,000 or both.**