

Suspected Child Abuse/Neglect Reporting Procedure

Policy: In order to protect children, PCDC staff as mandated reporters in the Commonwealth of Virginia, will report any incident of suspected child abuse or neglect, whether physical, emotional or psychological.

Performance Standard 1302.47 Safety Practices

Procedure:

- By Virginia law, all staff members are considered mandated reporters of child abuse and neglect
- All staff must participate in child abuse and neglect training annually.
- All staff must be familiar with the Child Abuse and Neglect booklet in each Center.
- In the event a situation, statement, etc. meets the criteria for suspected child abuse as outlined in the training modules, the staff member must document and date any suspected abuse and/or neglect on the Suspected Child Abuse/Neglect Incident Report.
- The staff member must contact their direct supervisor prior to filing the suspected abuse/neglect report with department of social services. In the event the staff member is unable to reach their immediate supervisor, the next manager indicated on the chain of command must be contacted. In the event that no manager can be reached, the staff member is to file the report with the department of social services and follow up with their immediate supervisor as soon as possible.
- In the case of emergency child abuse/neglect situations, the staff member should call the department of social services immediately and notify the supervisor as soon as possible after the incident has been reported.
- Local departments of social services to be contacted include:
 - Charles City: 804.652.1708
 - Gloucester: 804.693.2671
 - King & Queen: 804.769.5003
 - King William: 804.769.4905
 - Mathews: 804.725.7192
 - Middlesex: 804.758.2348
 - New Kent: 804.966.1853
- The Suspected Abuse/Neglect Incident Report must be submitted to the supervisor within 48 hours.

Referenced Forms:

Suspected Abuse Documentation Form