



Series: 1200 Human Resources

Policy Name: Reporting of Abuse, Neglect and Threat of Harm

Policy Number: 1213

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: FS Ch409; COA G7.2.04

Attachments: Acknowledgement of Abuse Reporting Standards; Critical Incident Report

Policy: It is the policy of Communities Connected for Kids to report suspected abuse, neglect or exploitation of a dependent child pursuant to Florida Statute 39 and 409. It is also the policy to report any threats of harm, abuse or neglect for the protection of persons directly or indirectly served and the community as a whole.

Procedure:

1. If an employee knows or has reasonable cause to suspect abuse, abandonment, neglect, exploitation or sexual abuse of a child they shall immediately contact the abuse registry and their supervisor, or designee. The supervisor and the employee will discuss the report to ensure that all information is accurate and completely reported to the hotline.
2. Reports of suspected abuse or neglect must be reported immediately to the Florida Abuse Hotline as required by law. This report can be made 24 hours per day at 1-800-96-ABUSE.
3. The report must contain all available information including:
 - a) Name and address of the child or children
 - b) Name and address of parent(s)/guardians and/or other persons responsible for the welfare of the child
 - c) Child's sex, race and age
 - d) Sibling's name(s)
 - e) Nature and extent of alleged abuse or neglect
 - f) Identity of abuser, if known
 - g) Reporter's name, address and telephone number
 - h) Directions of the child's location at the time of the report
4. If an employee has been informed that a threat of harm has been made then that employee shall comply with applicable stature reporting requirements, including notifying the person who was threatened and/or parents or guardians if a minor. They will also notify their supervisor or administration for assistance assessing the degree of danger. Community authorities will be notified if appropriate.



5. Employees must then complete an incident report as required by Communities Connected for Kids policy.
6. The signed incident report will be filed with Communities Connected for Kids.
7. Employees will sign a statement indicating they understand and acknowledge the confidentiality policy and that any violation of this policy will result in disciplinary action, up to and including termination.
8. Under normal operation of business, the responsibility for removal of children from a home rests with DCF.
9. The role of the provider agency contracted with Communities Connected for Kids and with primary responsibility for the child is to provide support, consistency and caring for the child when an abuse or neglect report is made to the hotline and throughout the investigation.
10. Employees will work with their immediate supervisor and the case management team to ensure that the child's needs are met and any appropriate changes are made to the case plan.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018