



# Ceres Unified School District

ADMINISTRATION  
Scott Siegel, Ed.D.  
District Superintendent

JAY SIMMONDS  
Director of Educational Options  
and Community Relations

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## Suspected Child Abuse

**All** Ceres Unified District employees are mandated reporters while at work. If a child tells a CUSD employee any information which leads the person to suspect abuse, that person is required to report immediately. Only the employee must report the suspected abuse- NOT THE SUPERVISOR.

Three steps should be followed:

1. Find out as much information about the incident. For example: if a child states that they are being hit, find out where, when and how often. You can also ask if there are other siblings at home.
2. After you have gathered this information, notify your direct supervisor about the incident **immediately**. Have another staff or supervisor watch your group of students so that you can make the call. **YOU MUST REPORT BY PHONE AS SOON AS YOU SUSPECT ABUSE.**
3. After calling in the suspected abuse, fill out the suspected abuse for and fax it to CPS. This document should be completed and faxed in the same day.
4. After you have completed steps 1-3 you are done. You have fulfilled our obligation as a mandated reporter.

**CPS Phone Number: 1800-558-3665**

**CPS Fax: 209-558-3268**

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*"Committed to Excellence, Responsive to Every Student"*

P.O. Box 307 • Ceres, California • Telephone (209) 556-1550 • Fax (209) 541-0947

**Ceres Unified School District**  
**Child abuse reporting procedures**

State law requires teachers, nurses, administrators and all employees trained in the duties of child abuse reporting to report suspected child abuse to Child Protective Services. This report must be made by telephone immediately and by written report within 36 hours of receiving the information. Failure to do so is punishable by 6 months in jail and/or a \$1000 fine. "Child abuse" means a physical injury that is inflicted on a child by another person through other than accidental means. "Child abuse" also means sexual assault and neglect of physical needs. Please see Child Abuse, Educator's Responsibilities which is available on this web site.

If you have "reasonable suspicion" that a student is a victim of child abuse or neglect you must report it. Remember that reporters are not investigators, CPS and police departments are. Use the following procedure:  
Reporting Procedures

1. To report known or suspected child abuse, any employee ( as defined above) shall report by telephone to the local child protective agency:  
Stanislaus County Social Services  
Child Protective Services (800) 558-3665  
The telephone report must be made immediately or as soon as practically possible, upon suspicion. This report shall include:
  - a. The name of the person making the report;
  - b. The name of the child;
  - c. The present location of the child;
  - d. The nature and extent of any injury; and
  - e. Any other information requested by the child protective agency including the information that led the mandated reporter to suspect child abuse. When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions advice received.

If the CPS intake worker directs the reporting person to inform the appropriate police agency rather than their agency (e.g. Ceres Police Department or Stanislaus County Sheriffs Office), a report must still be forwarded to CPS, and Section B of form SS 8572 should have the appropriate agency information.

2. Within 36 hours of making the telephone report to the appropriate agency, the mandated reporter shall complete Department of Justice Form (DOJ SS 8572) and fax the form to CPS at (209) 558-3268 or mail the form to CPS, PO Box 42, Modesto, CA 95353. Mandated reporters may obtain copies of the above form from either the District or download a copy of the report from the following site [http://caag.state.ca.us/childabuse/pdf/ss\\_8572.pdf](http://caag.state.ca.us/childabuse/pdf/ss_8572.pdf) CPS is no longer distributing the multiple copied blank reports.
3. Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it. However, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.
4. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator as soon as possible after the initial verbal report by telephone.  
Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.  
If the mandated reporter does not disclose his/her identity to a District administrator, he/she shall at least provide or mail a copy of the written report to the District's Coordinator of Child Welfare and Attendance without his/her signature or name.

# **PREVENT**

## **Child Abuse and Neglect**

**Child Abuse and neglect affects children of all ages, races and incomes. Any child may be victimized. With nearly 500,000 reports of child abuse made to Child Protective Services each year, California has among the highest numbers of child abuse and neglect reports in the nation. Children need protection because they are vulnerable and are often unable to speak for themselves.**



# What is Child Abuse?

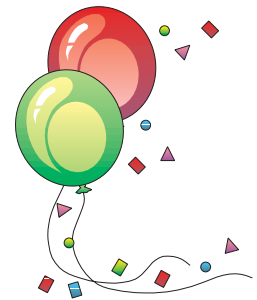
California law defines child abuse as any of the following:

- ◆ A child is physically injured by other than accidental means
- ◆ A child is subjected to willful cruelty or unjustifiable punishment
- ◆ A child is abused or exploited sexually
- ◆ A child is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision.

**Any child may be victimized. Child abuse crosses all socioeconomic, ethnic, cultural, occupational, religious, and age groups.**



**Remember,  
child abuse  
is a  
CRIME!**



**There are four major types of child maltreatment:  
NEGLECT, PHYSICAL ABUSE, SEXUAL ABUSE  
and EMOTIONAL ABUSE.**

- ◆ **Neglect** is the failure to provide for a child's basic needs including physical, medical, educational and emotional needs.
- ◆ **Physical abuse** is physical injury (ranging from minor bruises to severe fractures or death) as a result punching, beating kicking, biting, shaking, throwing, stabbing, choking, hitting, or otherwise harming a child.
- ◆ **Sexual abuse** includes activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and commercial exploitation through prostitution or the production of pornographic materials.
- ◆ **Emotional abuse** is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance.



# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	REPORTER'S TELEPHONE (DAYTIME) (     )		SIGNATURE		TODAY'S DATE					
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL				
OFFICIAL CONTACTED - TITLE					TELEPHONE (     )					
<b>C. VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE (     )			
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME					
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
<b>D. INVOLVED PARTIES</b>	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____				3. _____					
	2. _____				4. _____					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE (     )	BUSINESS PHONE (     )		
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE (     )	BUSINESS PHONE (     )		
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE (     )			
OTHER RELEVANT INFORMATION										
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									