

CHILD ABUSE/MANDATED REPORTER PROCEDURES



Teacher/Staff has a suspicion or knowledge of an abuse/neglect situation

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Teacher/Staff immediately fills out the Ga Child Protective Services Reporter Form <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/MANDATED%20REPORTER%20INTAKE%20FORM%207%2010%2014.pdf>

Teacher/Staff immediately fills out the Ga Child Protective Services Reporter form <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/MANDATED%20REPORTER%20INTAKE%20FORM%207%2010%2014.pdf>

Teacher/Staff immediately contacts **FRONT OFFICE Receptionist** BY PHONE OR in person. (Do NOT send email)

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FRONT OFFICE RECEPTIONIST contacts **School Counselor**.

FRONT OFFICE RECEPTIONIST contacts the **Appointed Designee (Administrator)**.

School Counselor makes contact with the reporting teacher and collects form/report.

Appointed Designee makes contact with the reporting teacher and collects form/ report.

School Counselor alerts an administrator, school social worker and will email, fax or call in the report to CPS Intake and Cc email to administrator and to syntorria.fedd@dhs.ga.gov or current Worth DFCS CPS supervisor

Appointed Designee (administrator) will alert school social worker and will email, fax or call in the report to CPS Intake. (Instructions on Form)

School Counselor will complete the **WCS Mandated Reporter Contact Form** and a copy of the form will be provided to the Reporter.

Appointed Designee will complete the **WCS Mandated Reporter Contact Form**, and a copy of the CPS form will be provided to the Reporter.

After School Hours Situation

Teacher or Faculty/Staff member has a suspicion or knowledge of an abuse/neglect situation

If the situation poses an immediate/imminent threat to the child or you are unsure...

If the situation does not pose an immediate threat but still meets criteria for mandated reporting - i.e. suspicion of abuse, neglect, etc.

Call 911

Teacher/Staff will immediately make a report by calling 1-855-GA CHILD (1-855-422-4453) and complete Ga Child Protective Services Reporter Form <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/MANDATED%20REPORTER%20INTAKE%20FORM%207%2010%2014.pdf>

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Email the Ga Mandated Reporter Form to CPSIntake@dhs.ga.gov, CC school social worker, syntorria.fedd@dhs.ga.gov and immediately notify your principal

In the case of a suicidal threat or intent to cause harm to another individual (homicidal ideations):
During school hours - Notify Front Desk Receptionist or Counselor or Administrator by phone or in person immediately.

After school hours – Call 911 and call your principal/administrator.

