

### **Reporting Child/Dependent Adult Abuse and Neglect**

It is the intent of the Dubuque Community Schools to comply with the state's child and dependent adult abuse reporting laws and with the mandatory reporting section of those laws.

Mandatory reporters include licensed school employees such as administrators, teachers, counselors, nurses, authorized coaches and para-educators. All other non-licensed school employees are permissive reporters.

Within six months of their initial employment, mandatory and permissive reporters shall complete two hours of training relating to the identification and reporting of child abuse and two hours of training related to the identification and reporting of dependent adult abuse. The employee shall complete at least one hour of additional training every three years for both child and dependent adult abuse before their certificate expires. If the additional training is completed after the certificate expires, they must complete both two-hour training sessions again. Note: All mandatory reporter training certificates issued prior to July 1, 2019, remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

Any mandatory reporter who knows or has reasonable cause to suspect that a child or dependent adult has been subjected to abuse or neglect or observes the child/dependent adult being subjected to conditions or circumstances that could result in harm or threatened harm, shall file a report with the local office Health and Human Services (hereinafter referred to as HHS).

Any permissive reporter shall report any suspicion of abuse/neglect to building principal or designee, who shall then become responsible for initiating a report to the HHS. Permissive reporters may contact HHS directly, if preferred, and then inform the principal of the report.

Each report shall be made orally and in writing to HHS. The oral report shall be made within 24 hours of suspicion by telephone or otherwise to the assessment (investigative) unit of the local HHS. If the reporter believes the child is in immediate danger, the local law

enforcement agency shall also be notified. Within 48 hours of the oral report, the reporter shall file a written report with HHS. (Report forms are available in each school.)

HHS is responsible for investigating the incident of alleged abuse or neglect. Dubuque Community School employees should not take it upon themselves to investigate the case.

Any person who, in good faith, participates in making such reports or in any judicial proceeding resulting therefrom shall be immune from civil or criminal liability (232.73 Iowa Juvenile Justice Law).

Adopted: April 9, 1984  
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