

KOKOMO SCHOOL CORPORATION

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

2017-2018

When any school employee suspects child abuse/neglect, the following steps **must** be taken:

CHILD ABUSE/NEGLECT REPORTING

1. The school employee (original reporter) will immediately report the information to the Indiana Child Abuse and Neglect Hotline (1-800-800-5556).
2. After reporting the information to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will report the information to the building principal or designee. If the principal or designee is unavailable, the Director of Social and Student Services will be contacted at 455-8000 ext. 309.
3. After the oral report has been made to the Indiana Child Abuse and Neglect Hotline, the school employee (original reporter) will complete a written report (FPP-310 Form) and send a copy of the form to the Director of Social and Student Services at the Administrative Service Center.
4. Any questions regarding the reporting procedure should be directed to the Director of Social and Student Services.

The Indiana Child Abuse and Neglect Hotline number is:

1-800-800-5556

INSTITUTIONAL REPORTING

If any school employee is accused of abuse/neglect of a child, the building principal will immediately make the initial oral report to the Indiana Child Abuse and Neglect Hotline at **1-800-800-5556**, and then to the Director of Social and Student Services at 455-8000, ext. 309. Child Protection Services will notify law enforcement if warranted.