

Laurel Highlands School District Procedures in Reporting Child Abuse

Childline 1-800-932-0313

Fayette County CY5 724-430-1283

Aides, Custodians, Maintenance, Cafeteria Workers

If a student reports to you possible child abuse you are to report the incident to the building guidance counselor, social worker, or principal. You will need to stay with that person and call CY5 together.

You will need to be sure to have the following information:

Student's name, time and date student reported incident to you, and date of incident reported

Do not ask the student any questions, just listen. If you feel as if the student needs to be interviewed, take the student along with you to the guidance counselor or principal and let them do the interviewing. We do not want to obtain multiple interviews.

If a student has visual marks or bruises, take them to the nurse, guidance counselor, social worker, or principal for photos to be taken.

Assist the guidance counselor, social worker, or principal in completing the CY-47 within 48 hours of the report. Make a copy of the form to file in student's health record.

** If a student reports that they have been assaulted by a school employee DO NOT call CY5. Notify the building principal immediately. If for some reason the building principal is not in the building notify a central office administrator.

If a student confides in you, remember to keep all information **confidential**.