

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.12	SUBJECT: REFERRALS FROM SCHOOLS/PROTOCOL FOR INVESTIGATIONS
OAC:	EFFECTIVE DATE: 7/27/04
PCSAO: NONE	REVISION DATE: 9/27/05, 10/07
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PURPOSE:

To ensure the consistency of our agency's response to **Child Abuse/Neglect (CAN)** referrals received from schools or school personnel or individuals associated with schools, except when the person who is alleged to have perpetrated CAN is an employee of the school.

POLICY:

1. Butler County Children Services response will be sensitive to protocols of the school district and those of individuals schools with the districts as long as they preserve the need to protect the child and do not contaminate the investigative process and as long as they are in accordance with the procedures described below.
2. Reports of child abuse or neglect in which the alleged perpetrator is an employee of the school (or other substitute care provider) should be handled in accordance with Policy No. 1.8 Out of Home and Third Party Investigations.

PROCEDURE:

1. Because of the special relationship between a teacher and a child, specific information concerning the child's well-being and safety is to be shared with appropriate school personnel, with certain limitations. (See Policy No. 9.1 Confidentiality and Release of Records).
2. Priority assignments for cases referred by school personnel are to be made as usual, based upon the degree of danger to the child. (See Policy No. 1.2 Prioritizing Reports and Initiating the Assessment).

3. If the school requests immediate intervention in a non-emergency case, the Screener Coordinator will discuss with the appropriate school personnel the need and rationale for immediate intervention. The Coordinator will decide what level of response is required.
4. Upon arriving at the school, the worker must:
 - a. Announce his/her presence in the school, in accordance with school protocol: this shall include showing the Butler County CSB photo ID.
 - b. Discuss the allegation with all of the pertinent school personnel.
5. Interview the child in accordance with school protocol (the school may have staff present in the interview).
6. Every attempt should be made to interview the parent(s).
 - a. Obtain their viewpoint of the situation and gather all necessary information.
 - b. Inform the parent(s) what will happen next.
 - c. Inform them of any needed medical intervention.
 - d. If it is necessary to transport the child, parental permission should be requested, and a transportation waiver signed by the parent or legal guardian.
7. If the parent(s) refuse to cooperate and the child is at risk of serious harm, law enforcement shall be notified, and arrangements should be initiated for the child to be placed if removal occurs.

Michael A. B. F.