

## STUDENT SERVICES

File: JHG-R

### CHILD ABUSE AND NEGLECT REPORTING

#### Reporting Requirement

- A. Every employee of Charlottesville City Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to
1. the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
  2. to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
  3. to the person in charge of the school or department, or his designee, who shall make the report forthwith.
  4. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

#### Notice of Reporting Requirement

- A. Each school shall have a notice posted indicating that:
- (i) any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
  - (ii) all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

#### Complaints of Abuse and Neglect Against School Personnel

- A. For any possible abuse or neglect of a student by school personnel, the procedures outlined in the Memorandum of Understanding (MOU) between Charlottesville City Schools and the Charlottesville Department of Social Services shall be followed.

STUDENT SERVICES

File: JHG-R  
Page 2

- B. A copy of the MOU is available for review in the Office of the Superintendent.
- C. Procedures for the investigation of school personnel shall be included in the Employee Handbook and each principal/site supervisor shall have a copy accessible to employees.
- D. All principals and other administrators shall review the procedures annually with all school staff.

Issued: August 17, 2009  
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Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-253.13:7.A, 22.1-291.3, 63.2-1509, 64.21511.D

Cross References: JFHA/GBA Sexual Harassment/Harassment Based on Race,  
National Origin, Disability and Religion  
GBLA Third Party Complaints Against Employees