

Glendale Community College District

3518

Administrative Regulation

CHILD ABUSE REPORTING

The District recognizes the responsibility of its faculty and staff to report to the appropriate agency when there is a “reasonable suspicion” that abuse or neglect of a child may have occurred. A “Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse or neglect.” (Penal Code Section 11166 (a)).

Mandated Reporters

All Faculty, Staff, Educational Administrators, Classified Employees, Managers, and Counselors are Mandated Reporters of suspected child abuse and neglect. Volunteers and Student Workers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child. (Penal Code Section 11165.7(a)).

Definitions

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

A child protective agency is defined as a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Reports of Child Abuse or Neglect

Mandated reporters must immediately report any reasonable suspicion of child abuse to a local child protective agency by telephone, and then follow up the verbal report with a written report within 36 hours.

Mandated reporters must contact the local child protective agency or the Glendale Police Department to make the report. Mandated Reporters may not contact GCC College Police to make the report.

Glendale Community College District

3518

Administrative Regulation

Contact the Glendale Police Department at (818) 548-4840, or the Los Angeles County Department of Children and Family Services 24-hour Child Protection hotline at (800)

540-4000. You will receive a 19-digit referral number which will be needed to complete the mandatory written report.

Employees may complete the required follow-up written report online at <https://mandreptla.org>, or by completing Form SS 8572, and then mailing the completed form to:

DCFS
3075 Wilshire Blvd., 5th Floor
Los Angeles, CA 90010

Form SS 8572 is available in the Human Resources and College Police Department offices.

Immunity and Failure to Report when Required

Reporting is an individual responsibility. Any Mandated Reporter who fails to make the required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172(a))

Any person making a report suspected child abuse that is not Mandated Reporter by law has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)).

When the GCC College Police releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code

Glendale Community College District

3518

Administrative Regulation

Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Obligation and Compliance Information Provided

The District shall provide Mandated Reporters with:

- 1) A statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167; and
- 2) Copies of Penal Code Sections 11165.7, 11166, and 11167. Prior to commencing his/her employment and as a prerequisite to that employment, the employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

Additional information regarding mandated reporter requirements and procedures is available on the District website.

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected case of child abuse (Penal Code Section 11167(b)).

Training

The District is required to provide Mandated Reporters with access to annual training in child abuse identification and reporting within the first six weeks of the start of each school year. The California Department of Education interprets "annual" to mean every academic year. It is recommended that current employees complete the training, preferably within the first six weeks of every school year.

Glendale Community College District

3518

Administrative Regulation

Employees have three options for completing the training:

- (1) Use the CA Department of Social Services (DSS) online training module and give the GCC Human Resources Department a copy of the certificate of completion. A link to the DSS online training module is on GCC's website "free" for anyone to use, and can be accessed by anyone from anywhere with an Internet connection.
- (2) Use the alternative, private online training provided to GCC by the Alliance of Schools for Cooperative Programs (ASCIP). The ASCIP training is accessible to all employees with an assigned gcc email address and an Internet connection.
- (3) Attend an in-person group training hosted by GCC.

Records of Training – Records of training will be maintained by the Human Resources Department.

References:

- Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
- Welfare and Institutions Code Sections 300, 305, 318, and 601;
- Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892
- Legal Opinion 02-03 Child Abuse Reporting, California Chancellor's Office
- Education Code 44691

See Board Policy 3518

Adopted: 06/11/19