

ST. CLAIR COUNTY COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Name: REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT
Effective: April 15, 2014
Initiator / Author: Administrative Services
Board Policy: 2.29, Child Abuse

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this guideline is to provide information and direction to staff, faculty and students of St. Clair County Community College (SC4) regarding the mandatory requirements in Michigan law that govern the reporting of suspected child abuse and neglect; and to affirm the commitment of SC4 to the protection of the safety and welfare of children who come into contact with the SC4 community.

1.2 AUTHORITY

The reporting requirements addressed in this policy implement the mandatory child abuse and neglect reporting provisions of Michigan Law Child Abuse and Neglect Prevention Act (722.601-722.613) and the Child Protection Law (722.621-722.638), as they apply to SC4.

1.3 DEFINITIONS

- A. "Child" means a person less than 18 years of age.
- B. "Child abuse" means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, by a parent, a legal guardian, or any other person responsible for the child's welfare, or by a teacher, a teacher's aide, or a member of the clergy.
- C. "Child neglect" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare which occurs:
 - 1. Negligent treatment
 - 2. Placing a child at an unreasonable risk to the child's health or welfare by failure of a parent, legal guardian, or other person responsible for the child's health or welfare to intervene or eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.
- D. "Department" means the Department of Human Services
- E. "Employee" means a person employed by SC4 as a:
 - 1. Faculty member
 - 2. Administration
 - 3. Coach
 - 4. Other employee who provides academic support, student services, or institutional support activities

2.0 REPORTING REQUIREMENTS

A. Reporting requirements for SC4 employees.

1. An oral report shall be made as immediately as is practicable, within 48 hours of the event that caused the employee to believe that a child has been subject to abuse or neglect.
 - a. To the Department of Human Services or to the local police department.
 - b. To the President of the College or to the person designated by the President to receive such reports (“the President’s designee”) The President’s designee is the Senior Labor Relations Executive.
2. A written report shall also be provided to the Department of Human Services within 72 hours of the event that caused the employee to believe that a child has been subject to abuse or neglect.
 - a. A copy of said written report shall be provided to the President, or the President’s designee.
 - b. The report shall include the following if known by the employee:
 - i. The name, age, and home address of the child.
 - ii. The name and address of the person responsible for the care of the child.
 - iii. The child’s whereabouts.
 - iv. The nature and extent of the suspected abuse or neglect.
 - v. Any information regarding possible previous instance of abuse or neglect.
 - vi. Any information that may help identify the person responsible for the abuse or neglect or determine the cause.
3. The Labor Relations office will determine if a copy of the written report shall also be sent to the local Prosecuting Attorney’s office.

B. Reporting Requirement for All Other Persons

Members of SC4, to include staff, students, and contractors on campus, are also required to report suspected child abuse or neglect as follows:

1. Such individuals shall report orally or in writing to:
 - a. The local Department of Human Services or the local police agency.
 - b. The President of the College or the President’s designee, when the suspected child abuse and neglect;
 - i. Took place in College facilities or on College property.
 - ii. Was committed by a current or former employee or volunteer of SC4.
 - iii. Occurred in connection with a college sponsored, recognized or approved program, visit, activity or camp, regardless of location; or
 - iv. Took place while the victim was a registered student or visitor at the institution.
2. The report shall contain all information as listed in Section 2.0 Reporting Requirements.
3. The requirement to report suspected abuse to the President or the President’s designee is subject to legally recognized confidentiality privileges applicable to professional-client relationships.

C. Questions Regarding the Reporting Requirements

Questions regarding the applicability of these requirements to a particular individual or situation may be directed to the local department of social services or the President's Designee for the reporting of suspected abuse or neglect.

D. Reporting of Past Abuse or Neglect

The obligation to report suspected child abuse or neglect applies, even if the individual who may have been victim of past child abuse or neglect is no longer a child at the time when the past abuse or neglect is disclosed or otherwise suspected.

E. How to Make a Report

If you suspect abuse or neglect and need to make a report, you should contact SC4's Labor Relations Office who will assist you in completing the report. Labor Relations Office can be reached at 810-989-5536 or 810-989-5509. If you wish to make the report on your own you should call 855-444-3911 any time day or night. This is a toll-free number that allows you to report suspected abuse or neglect of any child or adult to the State of Michigan Department of Human Services. If you make a report on your own, notification must also be given to the College's Labor Relations office or the President's office.

3.0 POLICY IMPLICATIONS AND CONSEQUENCES

A. Immunity

Under the State law, a person acting in good faith who makes a report, cooperates in an investigation, or assists in any other requirement of the Child Protection Law is immune from civil or criminal liability that might otherwise be incurred by that action. A person making a report or assisting in any other requirement of this act is presumed to have acted in good faith.

B. Failure to Report

Any employee of SC4 who fails to report suspected child abuse or neglect in violation of this guideline or the board policy may be subject to discipline for professional misconduct, up to and including termination of the employee's employment with or appointment at SC4.

C. Confidentiality

The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this guideline or the board policy, the individual suspected of abuse or neglect, and the child who may have been abused or neglected, will be protected consistent with relevant federal and state laws.

4.0 RESPONSIBILITIES OF THE INSTITUTION

SC4 shall take the following actions to implement the board policy and support compliance with State Law requirements:

A. President's Designee

The President of the institution shall designate the person or persons to receive oral and written reports of suspected child abuse or neglect from employees, students, and others at the institution. The President's designee for SC4 is the Senior Labor Relations Executive.

B. Information Dissemination

Employees, students and other members of the campus community shall be informed through employee or student handbooks, institution websites, and other appropriate means of communication of:

1. The requirements of the Board Policy and this guideline and relevant state law requirements;
2. Institution policies and procedures for compliance with the Board Policy; and
3. Contact information for the local Department of Human Services, local law enforcement agency, State's Attorney, and the President's Designee for the reporting of suspected child abuse or neglect.

C. Training

Employees and students who have regular contact with children shall receive periodic training in the requirements of the Board Policy.

D. Cooperation with Other Agencies

The institution shall cooperate fully and appropriately with any investigation of suspected child abuse or neglect by a local department of social services or law enforcement agency. If the individual suspected of child abuse or neglect is an employee, student, or contractor of the institution, the institution shall coordinate its own investigation or other activities in response to a report with the appropriate local agency.

E. Disciplinary Action

SC4 shall ensure that its own policies and procedures addressing alleged employee and contractor misconduct include provisions and measures to respond swiftly and appropriately to reports of suspected child abuse and neglect.

F. Reporting to the Board of Trustees

The President shall inform the Board of any serious incident arising at an institution under the Board Policy and this guideline, consistent with the confidentiality requirements of Federal and State Law.