



BOYS & GIRLS CLUBS
OF CENTRAL ORANGE COAST
Costa Mesa | Irvine | Newport Beach | Orange | Santa Ana

Suspected Child Abuse Reporting Policy

**ALL BGCCentralOC Staff members are considered Mandated Reporters and are required by law to report all suspicions of child abuse.*

Child Abuse Reporting Act: While everyone should report suspected child abuse, The California Penal Code provides that it is a crime for certain professionals and laypersons who have a special working relationship of contact with children not to report suspected child abuse to the proper authorities. These professionals and laypersons shall report the known or suspected child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours or receiving the information concerning the incident.

California Penal Code 11172, subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.

(<http://ssa.ocgov.com/abuse/child/mandated/>)

Signs of Abuse

1. Signs of Physical Abuse
 - a. Bruises
 - b. Unusual Marks
 - c. Verbally Informed of Abuse
2. Signs of Emotional Abuse
 - a. Withdrawn
 - b. Behavioral Issues
 - c. Anger & Aggressiveness Issues
 - d. Verbally Informed of Abuse
3. Signs of Sexual Abuse
 - a. Verbally Informed of Abuse
 - b. Change in Behavior(s)
 - c. Odd Behavior (i.e. Sexual Comments, Touching or Referring to Private Parts, Touching Others Inappropriately)
 - d. Verbally Informed of Abuse
4. Evaluate and get a thorough collection of facts using the Suspected Child Abuse Report form as a data collection guide.
 - a. Names of all parties involved (including witnesses, victims, birthdates, addresses, and parent info when available)
 - b. Where the incident(s) occurred
 - c. Is the abuse still going on, and if not, when did it last occur?
 - d. Determine who the child is going to feel comfortable talking to
 - e. Any additional relevant information

Reporting Instructions:

1. If the abuse is **not** actively going on and the child is not in immediate danger of further abuse:
 - a. Staff is instructed to share his/her observation(s) with his/her immediate supervisor.
 - b. The immediate supervisor shares these Staff observations with the Director of Operations (or in his/her absence, contact the Director of Quality Control).
 - c. The Director of Operations or Director of Quality Control reports to the Chief Professional Officer and relays the details of the report that staff will be filing with the Child Abuse Registry (Social Services).
 - d. The Staff member who made the observation calls the Child Abuse Registry at 714-940- 1000 or 1-800-207-4464 to make their initial report of suspected child abuse.
 - e. The Staff member who made the observations completes a written Suspected Child Abuse Report form available at: <http://www.ssa.ocgov.com>.
 - f. The Staff member who made the observations submits the written Suspected Child Abuse Report within 36 hours:
 - i. By Mail to Child Abuse Registry, P.O. Box 14102, Orange, CA 92863-1502 or
 - ii. By Fax to (714) 938-0289 or
 - iii. By Email, following instructions by the social worker.
2. If the abuse is actively going on or there is a chance that the abuse will occur when the child is released:
 - a. As a Mandated Reporter, Staff is responsible to immediately call the Police to file the suspected Child Abuse Report.
 - i. Once the report is filed, Staff is then instructed to immediately call the Director of Operations (or in his/her absence, contact the Director of Quality Control) to provide detail(s) of the staff's observations and reason(s) to report.
 - ii. After this conversation including details of the report, the Director of Operations or Director of Quality Control then reports to the Chief Professional Officer and relays the details of the report that staff has filed with local Police.