



Child Abuse Reporting

ORS 419.005 – 419B.045 requires that if school personnel have reasonable cause to believe that child abuse has occurred, it shall be reported.

(1) Mandatory Requirement to Report

- (a) Personnel shall immediately report the information to the principal or principal's designee and call the Child Abuse Hotline. Employees may choose to call the hotline with or without the principal but must notify the principal or principal's designee immediately
- (b) Each school building must have a posting that includes the name and contact information for the principal or the principal's designee as the person designated for the school building to receive reports of suspected child abuse by school employees and the procedures the person will follow upon the receipt of a report. If a person suspected of abusing a child is an employee of Portland Public Schools, then the principal or the principal's designee shall also inform a Human Resources' Performance Management Administrator in addition to the Child Abuse Hotline.
 - (i) If there is reasonable cause to support the report that an employee has abused a child, that employee will be placed on paid administrative leave pending investigation, as required by ORS 339.375(3).
 - (ii) Students will not be disciplined for the initiation of a report made in good faith about suspected child abuse by a school employee.
 - (iii) The principal or the principal's designee must provide notification to the person who made the report about the actions taken by the education provider based on the report. This notification shall not reveal confidential information about the student, the student's family or the investigation process.
- (c) The initiation of a report made in good faith about suspected child abuse will not adversely affect any terms or conditions of employment or the work environment of the complainant.

(2) Investigation at School

- (a) On request, the principal will permit a law enforcement investigator, including a Department of Human Services investigator, to interview a child. The school administrator or a designee may at the discretion of the law enforcement investigator be present at the investigation.



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Nothing that transpires in either the investigation, nor the fact of an investigation, may be noted in student education records or revealed to anyone. Special requests for disclosure may be discussed with the District's General Counsel.

- (b) Prior to an interview of a child by a law enforcement investigator, the principal shall first verify the identity of the person by official ID Card, or badge., and record the person's name, agency, business address, phone number, time and date of interview on the Child Abuse Report Log. The principal shall retain this information in a file kept by the principal's secretary or in the principal's office.
- (c) If a police officer plans to take custody of the child, ask the police officer to sign your prepared custody record which should read substantially as follows. The principal shall retain this receipt.

EXAMPLE:

Custody of John Smith has been received January 5, 2000, at
2:00 p.m.
Officer Blake Smith
Portland Police Department
Badge #111

(3) Parent Notification

- (a) In the event the child is taken into custody, school employees shall not notify the parent or guardian. Notification should be done only by the law enforcement investigator.
- (b) In the event of an interview only, the school shall not notify the parent unless the law enforcement investigator approves the notification. The principal should discuss parent notification with the officer and urge that it occur promptly.
- (c) If a parent calls and asks for the whereabouts of his/her child, the principal should simply report that the child is in custody but not the reason and suggest that the parent phone the Child Abuse Hotline.

(4) Sources for Detailed Procedures

- (a) The Student Services Memo on Child Abuse Reporting – Procedures and Resource Materials is available from Student Services, and is on the website.

(5) Trainings

- (a) Employees: The district shall provide training each school year to school employees on the prevention and identification of child abuse



ADMINISTRATIVE DIRECTIVE

4.50.050-AD

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and on the reporting obligations.

- (b) Parents and Legal Guardians: The district shall make training on identification and prevention of child abuse available to parents and legal guardians of students attending a Portland Public School. The training shall be provided separately from the training provided to school employees.
- (c) Students: The district shall make training that is designed to prevent child abuse available each school year to students attending a Portland Public School.

History: Adopted 6/71; Amended 8/74; Amd. 11/79; Amd. 2/82; Amd. 4/82; Amd. 11/82; Amd. 12/85; Amd. 4/87; Rnmd. 5/0 (from 4.50.21 to 4.50.50); Amd. 1/94 ed.; Amd. 9/01/02; Amd. 4/28/2004, Amd.5/08/08; Amd. 4/2015