

AAESA GSRP Suspected Child Abuse and/or Neglect Reporting Policy

In accordance with Michigan Child Protection Law (1975 PA 238), GSRP requires all staff and volunteers to report any suspected cases of child abuse or neglect. Child Care Providers, School Employee Staff and Volunteers are mandated reporters.

Standards for Reporting:

If there is reasonable cause to suspect a child has been abused or neglected it must be reported.

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, or maltreatment by a parent, a legal guardian, or any other person responsible for the child's health and welfare.

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 that occurs through either of the following: Physical Neglect (failure to provide adequate food, clothing, shelter, or medical care), Failure to Protect, or improper supervision.

Procedure for Reporting:

1. The Child Protection Law requires mandated reporters who have reasonable cause to suspect child abuse or neglect to make an immediate verbal report to MDHHS – Centralized Intake (855-444-3911).

Intake personnel will want the following information, if available:

- Primary caretaker's (parent and/or guardian) name and address.
- Names and identifying information for all household members, including the alleged victim and perpetrator, if known.
- Birth date and race of all members of the household, if known.
- Whether the alleged perpetrator lives with and/or has current access to the child.
- The address where the alleged incident happened, if different than the home address.
- Statements of the child's disclosure and context of the disclosure. For example, was the child asked about the injury or did the child volunteer the information?
- History of the child's behavior.
- Why child abuse and/or neglect is suspected.

2. Followed by a written report within 72 hours. (DHS – 3200 Form) http://www.michigan.gov/documents/mdhhs/DHS-3200_524482_7.dot

Forward the written report to:

Michigan Department of Health and Human Services
Centralized Intake for Abuse and Neglect
5321 28th Street Court S.E.
Grand Rapids, MI 49546

or email to:

MDHHS-CPS-CIGroup@michigan.gov Fax: 616-977-1154 | 616-977-1158 | 616-977-8050 | 616-977-8900

3. Notify the Director of Early Childhood Services and/or Early Childhood Specialist, and principal of the building, if available, after the verbal report has been made.

Confidentiality of a Mandated Reporters' Identity

The identity of a reporting person is confidential under the Child Protection Law. The identity of a reporting person is subject to disclosure only with the consent of that person, by judicial process or to those listed under Section 5 of the Child Protection Law (MCL 722.625).

Civil and Criminal Liability

Mandated reporters, who fail to file a report of suspected child abuse or neglect, will be subject to both civil and criminal liability. In a civil action, the mandated reporter may be held liable for all damages that any person suffers due to the mandated reporters' failure to file a report. In a criminal action, the mandated reporter may be found guilty of a misdemeanor punishable by imprisonment for up to 93 days and a fine of \$500.

The Department of Human Services has an obligation to inform the reporting party (if the reporting party is a mandated reporter) of the acceptance or denial of the report for investigation. This is done following the written report with a number identifying the report excluding the case details or name of alleged victims.

All GSRP Staff and Volunteers will be informed of these policies and will be required to sign a statement regarding their awareness regarding child abuse and/or Neglect and mandatory reporting of such at the time of hiring and annually thereafter.

A statement to such policies will be posted in a place visible to staff and parents at the center and will include the following information: All GSRP Teachers and Instructional Assistants are provide with policies on children's protective services and the requirements of the Child Protection Law. Teachers and Instructional Assistants **are required by law** to report any suspected abuse or neglect of children to the proper authorities.

Trainings/Resources:

Recognition and Reporting of Child Abuse and Neglect as part of the **Health and Safety Training for Licensed Child Care Providers Course 2**

Mandated Reporters' resource guide - https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf
www.michigan.gov/mandatedreporter

Child Protection Law - https://www.michigan.gov/documents/DHS-PUB-0003_167609_7.pdf

DHS – 3200 Form - http://www.michigan.gov/documents/mdhhs/DHS-3200_524482_7.dot

Mandated Reporting of Child Abuse and Neglect Awareness Statement

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New Online Reporting System for Child Abuse & Neglect for MI Mandated Reporters

A reporting website is now available for registration and use by all mandated reporters who are reporting suspected child abuse and neglect. The website is available at all hours, every day. When filing online, reporters have no obligation to file an additional written report (DHHS-3200) or to call the hotline. The hotline remains open for oral reports, especially emergencies. Online reporting is simply a second option. Click [here](#) for a link to a video tutorial of the new website.

To register for the Michigan Online Reporting System, go to www.michigan.gov/mibridges and click the Partnership link at the top of the page.

For your convenience, a link has been added to the Forms and Procedures page on the Staff side of the AAESA web site.

<https://www.alleganaesa.org/Page/760>

AND

In the AAESA GSRP Team Google Drive in [All Forms](#) and in Handbooks/Procedures in the [Mandated Reporting folder](#)

Procedure for Reporting:

1. The Child Protection Law requires mandated reporters who have reasonable cause to suspect child abuse or neglect to make an immediate verbal report to MDHHS – Centralized Intake (855-444-3911) or to the [website](#) and follow directions as stated above.
2. Followed by a written report within 72 hours. (DHS – 3200 Form) This can be done [online](#).
3. Notify the Director of Early Childhood Services and Early Childhood Specialist and building principal, if available, after verbal report has been made.

- ☐ **I am aware that abuse and neglect of children is against the law.**
- ☐ **I have been informed of the agency’s policies on child abuse and neglect.**
- ☐ **I know that as a GSRP Staff Member or Volunteer, I am required by law to report suspected abuse and neglect of children to Children’s Protective Services.**
- ☐ **I confirm that I am not listed on the Michigan Child Abuse and Neglect Registry.**

Printed Name

Signature

Date