

Mandatory Report: Possible Child Abuse Form

WHY?

By law, all EvCC employees must report child abuse at the first opportunity, and never later than 48 hours after the employee has reasonable cause to believe that a child has suffered abuse or neglect.

WHO?

Academic, Administrative and Athletic employees, including student employees, must make any report directly to 1-866-363-4276, Washington State's toll-free, 24 hour, 7 day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect. Call this number **AFTER** you fill out the information below. All other employees must make any report directly to the Vice President of Administrative Services via phone, in person or email.

HOW?

Complete this form with as much information as is available to you as soon after the event as possible. Do **NOT** question the child or parent. Encourage others who have witnessed anything to make their own reports. Afterwards, add notes about any additional questions intake may ask you. Keep a copy of this report for your files and give a copy to the VP of Administrative Services.

Your Name

Your Job Title

Your Department

Name of child

Child's Age

Child's Address

Child's parent/ guardian name(s)

Child's parent/ guardian address

Child's parent/ guardian contact info

Date of incident (estimated or actual)

Where did the incident occur?

How did you become aware of the incident?

Names and contact information for other witnesses, if any:

What is the reason for this report? (Injury? Neglect? Sexual abuse?) Include a description and explanation of the nature and extent of the harm.

Is there any evidence of previous injury? If yes, include a description and explanation.

Who is the alleged perpetrator(s)? Please include name, relationship to the child, and any contact information.

List any other information that may be helpful in establishing the cause of harm to the child.

Date and Time report was made to authorities / VP Admin:

Name of Intake worker, the person who took your report:

(If you reported this to the VP of Admin Services, provide the VP signature here.)

In this space, write notes about your responses to the intake worker's questions to you.