



## SCHOOL WELLNESS PROGRAM SAFEGUARDS: CHILD ABUSE AND NEGLECT REPORTING

**THIS DOCUMENT IS TO BE USED AS A GUIDANCE TOOL IN DEVELOPING CHILD ABUSE AND NEGLECT REPORTING SAFEGUARDS FOR SCHOOL WELLNESS PROGRAMS.**

### **Safeguards:**

1. Follow state law for reporting child abuse/neglect\*.
2. Nurses and social workers are legally mandated to report suspected child abuse/neglect including human and labored trafficked youth.
3. Understand that it is not the health provider's responsibility to conduct the investigation to determine whether abuse exists.
4. Ensure the SWP policies/procedures are in accordance with state law and reflect clearly defined roles and responsibilities related to the recognition and reporting of suspected abuse and neglect.
  - a. Follow fiduciary guidelines for reporting abuse/neglect including release of information if available.
  - b. Identify safety concerns.
  - c. Maintain confidentiality.
  - d. Document significant subjective and objective findings.
  - e. File a report to CPS using the appropriate method (online or via phone call).
5. Ensure policies and procedures protect providers from HIPAA violations regarding notification of the school administration regarding a CPS report.
6. Document any questions asked and answers given, as well as the sources for information.
7. Explain to the student/client that information will not be discussed with students or others but must be reported if there is anything that could bring harm to them or others.

8. Work to establish/improve collaboration and a trustful relationship with Children's Protective Services to establish "best practices" for communication and other necessary interactions.
9. Ensure that any screening for child sexual abuse is completed by an individual/team that has appropriate training and credentials (local Child Advocacy Center, etc.).

## References

Mandated Reporters' Resource Guide. Retrieved from:

[https://www.michigan.gov/documents/dhs/Pub-112\\_179456\\_7.pdf](https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf)

\*MDHHS released the On-Line Reporting System for mandated reporters to submit **non-emergency** complaints of suspected child abuse and neglect. More information about the online reporting system can be found at: [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html)