



## TLC ACADEMY PERSONNEL POLICIES

### CHILD ABUSE AND NEGLECT REPORTING

#### POLICY

#### (REQUIRED BY LAW)

A charter holder **shall adopt and disseminate to all charter school staff and volunteers a policy governing child abuse reports required by Texas Family Code, Chapter 261.19 T.A.C. § 100.1211.**

The Chief Executive Officer of the charter school shall disseminate this policy to all charter school staff and volunteers:

1. Any officer, employee, agent or volunteer who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. School administration shall provide that written notice of employee responsibilities for reporting child abuse and neglect, as required by law, be provided to all officers and employees.
2. Any officer or employee who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the person first suspects abuse or neglect. The person may not delegate to or rely on another person to make the report. If you have questions whether this policy is applicable to you, please consult with Human Resources.
3. A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:
  - A. The name and address of the child;
  - B. The name and address of the person responsible for the care, custody, or welfare of the child; and
  - C. Any other pertinent information concerning the alleged or suspected abuse or neglect.
4. If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the Texas Department of Family and Protective Services (DFPS). All other reports should be made to any

local or state law enforcement agency, the DFPS, the Texas Education Agency (if abuse or neglect occurred at school), another state agency where the abuse or neglect occurred, or an agency designated by a court responsible for protection of children.

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