

Administration

Task: Reporting: Child Abuse or Neglect

Task	Person Responsible	Date to be Completed
1. Child abuse or neglect or suspected child abuse or neglect must be reported to DCS immediately.	Staff	Same Day
2. Prior to calling the intake line, the reporting staff member is to complete the <i>Suspected Child Abuse/Neglect Report Forms</i> and have the child's file available	Staff	Same Day
3. The staff person that was disclosed to or witnessed the identified or suspected abuse or neglect is the person who must make the report. Staff are not to delegate or rely on another person to make the report. Staff are to call 1-877-237-0004 or 1-877-542-2873 or make a report by visiting the website https://reportabuse.state.tn.us/StartPage.aspx . Staff must ensure they cannot be overheard when making the call for confidentiality purposes.	Staff	Same Day
4. Place a copy of the completed form in the child's file.	Staff	Same Day
5. The staff person reporting should contact the Family Service Manager or designee by phone to advise the Family Service Manager of the incident and forward the completed form in a sealed envelope marked confidential to the Family Services Manager.	Staff	Same Day
6. Staff are not to interview the child or investigate.	Staff	Same day
7. If the parent/guardian contacts the center staff concerning the incident, the staff member will not discuss the incident with the parent/guardian or other staff, but will refer them to the Family Services Manager at central office.	Staff	If necessary