

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.409

Reporting of Child Abuse

November15, 2024

INDICATORS OF ABUSE

There are many indicators of child abuse that school district employees should be aware of. The following are some of these indicators:

1. The child has repeated injuries that are not properly treated or adequately explained;
2. The child begins acting in unusual ways ranging from disruptive and aggressive to passive and withdrawn;
3. The child acts as a parent toward his/her siblings or even toward his/her parent(s)/guardian(s);
4. The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, and needing nightlight);
5. The child loses his/her appetite, overeats, or may report being hungry;
6. There is a sudden drop in school grades or participation in activities;
7. The child may act in ways that are developmentally inappropriate, such as sexual behavior that is not normal for his/her age group; and
8. The child may report abusive or neglectful acts.

There may be additional indicators that are not listed above that would create a person to have reasonable cause to suspect a child of being abused.

PROCEDURES FOR REPORTING CHILD ABUSE

If a school district employee suspects that a student has been or is being abused, he/she is required to immediately **report directly to the Child Abuse Coordinator, law enforcement, and the Tennessee Department of Children's Services (DCS)**. DCS can be reached by calling the hotline at 877-237-0004, and reports can also be made online through DCS' secure site: <https://apps.tn.gov/carat/>.

If the abuse allegedly involves an employee of the district, a former employee of the district, or a person affiliated with the district, the allegation may be made directly to DCS and law enforcement prior to notifying the Child Abuse Coordinator.

When reporting child abuse to DCS, the school district employee shall be prepared to provide the following information to the extent known:

1. Child(ren) names, ages, address, phone numbers, race, and school information;
2. Parent(s), legal guardian(s), or caretaker(s) information;
3. Nature of the harm or specific incident(s) that precipitated the report;
4. Specific allegation(s), date(s), and descriptions(s) of the injuries or dangers;

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5. Any statements from the child;
6. Identities of alleged perpetrator(s) and their relationship(s) to the child;
7. Witnesses to the incident(s) and how to reach those witnesses;
8. Details of any physical evidence available;
9. Alleged perpetrator's current access to the child;
10. Present condition of the child (alone, in need of medical attention, etc.);
11. Location of the child and directions to that location; and
12. How the reporter came to know the information and thoughts about the likelihood of further harm to the child.

While the above information is beneficial to know, reporters do not have to know all of the details of the abuse. DCS case managers use the information provided to determine the severity of the situation and how best to intervene.

CONFIDENTIALITY

District employees shall keep all information regarding any child abuse confidential in accordance with state law.

PARENTAL NOTIFICATION

School personnel shall not provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent/guardian unless: (1) it is required by federal law or regulation; (2) the parent/guardian is not considered the alleged perpetrator or in any way complicit; and (3) the notification is done in conjunction with DCS.

CONTACT INFORMATION

Annually, the District shall submit the contact information of the Child Abuse Coordinator and the Alternative Child Abuse Coordinator to DCS.

Child Abuse Coordinator

Name: _____

Phone Number: _____ Email: _____

Alternative Child Abuse Coordinator

Name: _____

Phone Number: _____ Email: _____