



Child Abuse and Neglect Reporting Checklist

<u>Task</u>	
If needed, consult with your principal or manager for additional support.	
Complete the LCSD child abuse reporting form--Policy JLF-E	
Call DHS to make a report (844-264-5437)-if the adult suspected of abuse/neglect is related to the student. Fax completed form to DHS at 719-486-0436. Call Law Enforcement/Dispatch (911/719-486-1249)- if the adult suspected of abuse is not related to the student. Request Law Enforcement to come to the school to file a report. You must do this the same day.	
Turn in completed LCSD child abuse reporting form (JLF-E) to your principal/manager. You may keep a copy if needed. Must be kept in a confidential file and not shared.	
Principal will send it to Superintendent/District Safety.	

Remember all reports are confidential.

Please don't:

- Contact the student's parents/family
- Interview the student
- Share information about the report with other staff members, parents or students
- Feel guilty about making a report

Remember: we are all mandated reports and keeping kids safe is our number one priority.

Refer to LCSD Child Abuse and Neglect Reporting Flow Chart and Sample script for reporting for additional information.

(https://docs.google.com/document/d/1r-Wz6rb_nIXiCDGFKwDxN01SF6l6RDI6K43FHqrl0Mo/edit?usp=sharing)