

## LCSD Child Abuse and Negelect Reporting Flow Chart and Sample scripts for reporting

**Suspicion of a child being harmed or treated inappropriately**



**Is the adult suspected of abuse/neglect  
a member of the child's family?**

↓  
**YES**

↓  
**NO**

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

## **Sample scripts for reporting suspected child abuse or neglect**

### **Call to DHS:**

“Hello, This is <name> calling from the Lake County School District in Leadville, and I believe i have a mandated report of suspected child abuse/neglect.”

State hotline staff will collect additional information from here.

On the JLF-E form, there is a place to include the name of the person who took your report. Please include that as documentation.

### **Call to Law Enforcement (SRO if applicable)**

#### **\*If non-emergency**

“Hello, this is <name> calling from <name of school> in the Lake County School District. I have a non-emergent issue and I would like to have an officer come and take my report?”

#### **\*Emergency**

“Hello, this is <name> calling from <name of school> in the Lake County School District. I have an emergency. I have witnessed \_\_\_\_\_. Can you send an officer over immediately?”

### **What happens now?**

Once you have made the report to DHS or law enforcement, you have fulfilled your duty to report. These agencies may follow up with you for additional information, but you do not need to take any additional steps.

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 reporters and keeping kids safe is our number one priority.**