



STUDENTS

Child Abuse, Neglect and Exploitation

Reporting Responsibilities

~~Staff are expected to report every instance of suspected child abuse, neglect or exploitation. Since protection of children is the paramount concern, staff should discuss suspected evidence with the school administrator/designee or school nurse.~~

~~A staff member may wish to discuss the circumstances with an employee of Child Protective Services (CPS) for assistance in determining if a report should be made. CPS has the responsibility of determining the fact of child abuse or neglect. Any doubt about the child's condition will be resolved in favor of making the report.~~

Staff are reminded of their obligation as district employees to report suspected child abuse, neglect, or exploitation. Staff are also reminded of their immunity from potential liability for doing so. The following procedures are to be used:

~~The following procedures are to be used in reporting instances of suspected child abuse:~~

- ~~1. When there is reasonable cause to believe a student has suffered abuse or neglect, staff shall complete the Child Abuse Report Form (copy attached).~~
12. Since protection of children is the paramount concern, staff should discuss suspected evidence with the school administrator/designee. The staff member with reasonable cause to believe abuse has occurred shall notify the administrator/designee.
2. The staff member may wish to discuss the circumstances with an employee of Child Protective Services (CPS) for assistance in determining if a report should be made. CPS has the responsibility of determining the fact of child abuse or neglect. Any doubt about the child's condition will be resolved in favor of making the report.
3. When there is reasonable cause to believe that a student has suffered abuse, neglect, or exploitation, staff will contact the nearest CPS office in the Department of Children, Youth, and Families (DCYF) within forty-eight (48) hours. If the situation is urgent and CPS cannot immediately respond, staff will immediately contact the local law enforcement agency. The staff member with reasonable cause to believe abuse has occurred must ensure that an oral referral is made to CPS or the appropriate law enforcement agency within forty-eight (48) hours.
4. Following the phone report to CPS or the appropriate law enforcement agency, the [Child Abuse Report Form](#) shall be completed and distributed.
5. The written report will be submitted promptly to the agency to which the report was made and to the principal/designee.

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School districts must, at the first opportunity but in all cases within forty-eight (48) hours of receiving a report alleging sexual misconduct by a school employee, notify the parents/guardians of a student alleged to be the victim, target, or recipient of the misconduct. School districts shall provide parents/guardians with information regarding their rights under the public records act, [Chapter 42.56 RCW](#), to request the public records regarding school employee discipline. This information shall be provided to all parents/guardians on an annual basis.

Professional school personnel mandated to report child abuse, neglect or exploitation may request that their identity remain confidential. To do so, notify a CPS intake person when the report is made and indicate the same on the district [Child Abuse Report Form](#).

DCYF Contact Information

DCYF Region 3 Intake (Everett Regional)
DCYF INTAKE HOTLINE: 866-829-2153
DCYF INTAKE FAX: 425-513-2553
DCYF Region 3 – Everett Regional
ATTN: DCYF Region 3 Intake Unit
8625 Evergreen Way, Suite 250
Everett, WA 98208

Everett Public Schools
District Child Abuse Prevention Services
425-385-5250

Law Enforcement Contact Information

Everett Police Department
425-257-8400
Fax: 425-257-6500
Emergencies: 911

Mill Creek Police Department
425-745-6175
Fax: 425-745-4680
Emergencies: 911

Snohomish County Sheriff's Dept.
425-388-3393
Emergencies: 911

Child Protective Services/Law Enforcement Investigation

1. Ask for identification of the CPS caseworker. Call and verify that a caseworker is a **worker representative** for CPS if you have questions or if identification is not proper or complete.
2. Get the names and phone numbers of the CPS **worker representative** and/or law enforcement officer and record on the building copy of the [Child Abuse Report Form](#).
3. School staff should cooperate and facilitate an interview of a child by CPS or law enforcement regardless of whether the referral was or was not initiated by school staff.

Child Abuse or Neglect

Child abuse or neglect means the injury, sexual abuse, or sexual exploitation of a child by any person under circumstances which indicate that the child's health, welfare, or safety is harmed, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined below.

Physical Abuse

Physical abuse means the non-accidental infliction of physical injury or physical mistreatment on a child. Physical abuse includes, but is not limited to, such actions as:

1. Throwing, kicking, burning, or cutting a child;
2. Striking a child with a closed fist;
3. Shaking a child under the age of three (3);
4. Interfering with a child's breathing;
5. Threatening a child with a deadly weapon; and/or
6. Doing any other act that is likely to cause, and which does cause bodily harm greater than transient pain or minor temporary marks or which is injurious to the child's health, welfare or safety.

Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate, and inflicted by a parent/guardian for purposes of restraining or correcting the child.

The age, size, and condition of a child and the location of any inflicted injury shall be considered when determining whether the bodily harm is reasonable or moderate. Other factors may include the developmental level of the child and the nature of the child's misconduct. A parent's/guardian's belief that it is necessary to punish a child does not justify or permit the use of excessive, immoderate or unreasonable force against the child.

Sexual Abuse and Exploitation

Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party. A parent/guardian of a child, a person authorized by the parent/guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purpose of providing hygiene, childcare, and medical treatment or diagnosis.

Sexual exploitation includes, but is not limited to, such actions as allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in:

- a. Prostitution;
- b. Sexually explicit, obscene or pornographic activity to be photographed, filmed or electronically reproduced or transmitted; or
- c. Sexually explicit, obscene or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.

Neglect

Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard for the consequences to the child of such magnitude that it creates a clear and present danger to the child's health, welfare, and safety. A child does not have to suffer actual damage or physical or emotional harm to be in circumstances which create a clear and present danger to the child's health, welfare, or safety. Negligent treatment or maltreatment includes, but is not limited to:

- a. Failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety. Poverty and/or homelessness do not constitute negligent treatment or maltreatment in and of themselves;
- b. Actions, failures to act, or omissions that result in injury to or which create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child; or
- c. The cumulative effects of a pattern of conduct, behavior or inaction by a parent/guardian in providing for the physical, emotional and developmental needs of a child, or the effects of chronic failure on the part of a parent/guardian to perform basic parental functions, obligations, and duties, when the result is to cause injury or create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child.

Student Interviews and Parent/Guardian Notification

Student interviews and parent/guardian notification will be conducted in accordance with [Board Policy 4411](#) and/or [Procedure 4411P](#), Working Relationships with Law Enforcement, the Department of Children, Youth, and Families, and the Local Health Department. Where notification is to occur, the principal/designee shall attempt to notify the parent/guardian before the interview commences unless to do so would pose a health or safety risk for the student, or if specifically directed not to do so by the law enforcement officer or ~~child protective services worker~~ **CPS representative** conducting a child abuse/neglect investigation.

Taking a Child into Custody

A law enforcement officer, upon proper identification, may exercise ~~his/her~~ **their** legal authority to remove a student from school when ~~he/she~~ **the law enforcement officer** considers it appropriate under the law and if ~~he/she~~ **the law enforcement officer** assumes responsibility for the student. The law enforcement officer is not required to have a warrant in order for the principal/designee to release the student into custody but shall be requested to sign ~~a school~~ **the** district [Removal of a Student from School by Law Enforcement form](#) stating that ~~he/she~~ **the law enforcement officer** is removing the student from school.

A CPS ~~worker~~ **representative, upon proper identification, may remove a student from school if they have a:** ~~is required to have a~~ **court order; OR Voluntary Placement Agreement; OR a law enforcement exercise of custody and transfer of custody to CPS for the school to release custody of the student. However, if the CPS worker is accompanied by a law enforcement officer who has placed the child into protective custody, no warrant or court order shall be required.**

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The CPS representative shall complete the [Removal of a Student from School by Child Protective Services form](#) prior to removing a student from school. ~~In the event a student is to be taken into custody, the~~ The principal/designee will immediately notify the parent/guardian, unless directed not to do so by the law enforcement officer or CPS ~~worker~~ representative. If directed not to contact the parent/guardian, the principal/designee will request that the representative list the reasons in writing prior to removing a student from school.

Cross references: [Board Policy 3421](#) Child Abuse, Neglect and Exploitation
 [Child Abuse Report Form](#)
 [Form for release of student to CPS worker](#)
 [Form for release of student to Law Enforcement](#)

Adopted: June 1984
Revised: March 20, 1995
Updated: April 2001
Updated: November 2001
Revised: September 2004
Updated: August 2007
Updated: January 2008
Updated: January 2010
Updated: November 2011
Revised: February 2014
Revised: July 7, 2015
Updated: April 2017
Revised: September 2017
Updated: January 2020
Updated: March 2020
Updated: February 2022
PROPOSED: March 2022



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Everett Public Schools
Special Services
PO Box 2098
Everett, Washington 98213-0098

CHILD ABUSE REPORT FORM

State law requires professional school personnel to report within forty-eight (48) hours after there is reasonable cause to believe that a child or dependent adult has suffered abuse or neglect. In conjunction with a (phone) report, complete this form and send to the Children's Administration Central Intake office. (Refer to district [Policy](#) and [Procedure](#) 3421.)

STUDENT: _____ HOME PHONE: _____
First Name, Middle Name/Initial, Last Name (Legal)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SCHOOL: _____ GRADE: _____ AGE: _____ BIRTH DATE: _____ M/F: _____

PARENT/GUARDIAN: _____ WORK PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Check appropriate space indicating type of suspected abuse being reported: (Check all that apply)

- | | | |
|---|--|--|
| ☐ PHYSICAL ABUSE | ☐ SEXUAL ABUSE | ☐ EMOTIONAL NEGLECT/ABUSE |
| ☐ NEGLECT | ☐ MEDICAL NEGLECT | ☐ SEXUAL EXPLOITATION |
| ☐ OTHER (Specify): _____ | | |

State the nature and extent of the alleged injury(ies), neglect, or sexual abuse as indicted above:
(Refer to district [Procedure 3421P](#))

Do you believe this information is a result of Personal Safety Instruction? _____

State evidence, nature and extent of any previous suspected abuse and/or reports to CPS:

State any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator(s).

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DATE: _____ PERSON FILING REPORT: _____ PRINCIPAL: _____

SCHOOL: _____ ADDRESS: _____ PHONE: _____

DISTRIBUTION:

1. **DCYF Intake**
DCYF REGION 3 INTAKE
(Everett Regional)
DCYF INTAKE HOTLINE
866-829-2153
DCYF REGION 3 INTAKE FAX
425-513-2553
DCYF Region 3
Everett Regional
ATTN: DCYF Region 3
Intake Unit
8625 Evergreen Way
Suite 250
Everett, WA 98208
2. **Special Services—**
Interdistrict mail to
the Community
Resource Center
(CRC)
District Child Abuse
Prevention Services
Community Resource Center
3900 Broadway, Everett, WA
98201
425-385-5250
3. **Principal's Copy**

Updated: November 2001
Updated: August 2007
Updated: November 2007
Revised: January 2008
Updated: February 2009
Updated: January 2010
Updated: November 2011
Updated: December 2013
Revised: July 2015
Updated: April 2017
Updated: November 2017
Updated: March 2020