



STAFF REPORTING CHILD ABUSE AND NEGLECT PROCEDURES

ALL EMAA HEAD START STAFF ARE MANDATED CHILD ABUSE AND NEGLECT REPORTERS. THE FAILURE TO COMPLY WITH THE CHILD ABUSE REPORTING ACT CARRIES SIGNIFICANT LEGAL CONSEQUENCES.

1. Staff will not remove a child's clothing to inspect the child's body for marks of abuse. Staff must report suspicions of what can be seen without unclathing the child. The child must not be questioned extensively or asked questions that may make the child uncomfortable.
2. Any member of the staff may report suspicions to the hot line at any time. The Site Manager will immediately report to Central Office. If the report of abuse or neglect is against another staff person, the reporter may go directly to Central Office.
3. The Site Manager will report suspected child abuse to Central Office and will call the hot line if staff reporting suspicion did not hot line.
4. At no time shall Head Start Staff engage in any investigation concerning child abuse or neglect cases. This shall be handled by the proper authorities.
5. Any child abuse or neglect observed during a home visit will be reported to the hot line by the observer. A follow-up report must be immediately sent to the Central Office Contact person.

Designated Central Office Contact Person:

Candice Winick, Child/Family Health Specialist,
Central Office Contact Person for Child Abuse and Neglect.

573-454-2200
EXTENSION #1115

Please scan the Child Abuse & Neglect Reporting Worksheet and email it to cwinick@eastmoaa.org.