

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE/NEGLECT

All district employees are required by law Wis. Stat. sec. 48.981(2)(a)16m. to make a report may consult with other district staff before making a report, but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of abuse or neglect occurs. Always, it should be the aim of the district staff member to make the report of his/her concerns to the appropriate child protection agency as quickly as possible. Any delay would not be in the best interest of the child.

District staff members making a report of child abuse or neglect shall inform the building principal that a report was made. The district staff member may request consultation from other district staff members, such as student services staff about the reporting process and the necessary follow-up.

The report of suspected child abuse, including the name of the reporter, the name of the alleged victim, and the content of the report, shall be kept confidential.

Staff members who divulge such information to an unauthorized person or persons are liable for disciplinary action from the Board as well as the penalties as directed in the Wisconsin Statutes.

Staff should report the suspected abuse/neglect immediately by telephone or in person to the county Human Services Department or Child Protective Services, sheriff, or local police. When making the report the district staff member shall provide as much of the following information as possible:

- The staff member's name, position, relationship to the child, and school phone number;
- The name, home address, and age/birthdate of the child suspected of being maltreated;
- The name, home address, work place, and home phone number of the alleged victim's parents(s);
- The names and ages of the alleged victim's siblings;
- A brief description of why it is believed that the child is being abused or neglected or is threatened with abuse or neglect, the child's statements made to the reporter or to others, and any surrounding circumstances and conditions in the home of which the reporter is aware.

The following report form is should be filled out by staff member reporting suspected child abuse or neglect.

Adopted: September 9, 1986

Revised: November 19, 1982; June 15, 1994, December 18, 2019

**PULASKI COMMUNITY SCHOOL DISTRICT
REPORT OF SUSPECTED CHILD ABUSE/NEGLECT**

CONFIDENTIAL

Pulaski Community School District
Report of Suspected Child Abuse/Neglect
Confidential

All staff members of the Pulaski Community School District are required to by the Child Abuse/Neglect Law. Wisconsin Statutes 48.981 to report to the county social services agency, county sheriff, or the Pulaski Police Department all suspected cases of child abuse/neglect. Any person making a report in good faith is granted immunity from civil or criminal liability for their actions.

Reporting Staff Member: _____ Date: _____

Circle One:

Fairview Elementary	Glenbrook Elementary	Hillcrest Elementary	Lannoye Elementary	Sunnyside Elementary	Pulaski Community Middle School	Pulaski High School
(920)899-6300	(920)822-6100	(920)272-6900	(920)865-6400	(920)822-6200	(920)822-6500	(920)822-6700
2840 Highway 32 Krakow, WI 54137	145 West Green Bay Street Pulaski, WI 54162	4193 Hillcrest Drive Hobart, WI 54155	2007 County Road U Green Bay, WI 54313	720 County Highway C Sobieski, WI 54171	911 S Saint Augustine St Pulaski, WI 54162	1040 S Saint Augustine St Pulaski, WI 54162

Identifying Information- child:

Name: _____ Sex: _____ D.O.B. _____ Grade: _____

Other Children in the Home-

Name: _____ Sex: _____ D.O.B. _____ Grade: _____

Name: _____ Sex: _____ D.O.B. _____ Grade: _____

Name: _____ Sex: _____ D.O.B. _____ Grade: _____

Name: _____ Sex: _____ D.O.B. _____ Grade: _____

Parent/Guardian Name: _____ Phone #: _____

Address: _____

Parent/Guardian Name: _____ Phone #: _____

Address: _____

Reason for Referral (give details):

County Human Services Personnel Name: _____

County Human Services Phone #: _____