

CHILD ABUSE/NEGLECT REPORTING PROCESS



BALDWIN COUNTY PUBLIC SCHOOL SYSTEM

The following steps outline the child abuse/neglect reporting process for the Baldwin County Public School System:

1. Report suspected cases of child abuse or neglect to the Department of Human Resources (DHR), as well as the principal. Although an oral report will initially be made, a written report should also be completed with a copy given to the school principal.
2. **DO NOT** attempt to determine whether abuse or neglect has occurred.
3. **DO NOT** contact the student's family to determine the cause of suspected abuse or neglect.
4. All records concerning reports of suspected abuse or neglect shall remain confidential and subject to the privacy limitations as established by law and board policy.
5. DHR will conduct the investigation. **Only report what is reported to you.**
6. In an emergency/crucial situation, if DHR is unable to respond immediately, or by the end of the school day, call the Sheriff's Department. (The office hours for DHR are Monday-Friday from 8:00 a.m.-4:30 p.m.)
7. Obtain the following demographic information from the child:
 - Student's full name
 - Sex
 - Race
 - Date of birth
 - Age
 - Address
 - Parents' names
 - Telephone number(s)
 - Name(s) of siblings
8. The specific person who suspects or has knowledge of the abuse or neglect will call DHR, Children's Protective Intake Division. The two intake workers at DHR are Mr. David Copeland and Ms. Michelle Mosley. Mr. Copeland's telephone number is 947-8346, and Ms. Mosley's telephone number is 947-8365. (The Baldwin County Sheriff's office number is 937-0202.)

9. As soon after the oral report is made, the person contacting DHR (or the Sheriff's Office) should provide a written report to either DHR or the Sheriff's Office. The written report may be e-mailed to either Mr. David Copeland at David.Copeland@dhr.alabama.gov or to Ms. Michelle Mosley at Michelle.Mosley@dhr.alabama.gov. In addition, the person should keep a copy of the completed form for his/her records, and also give a copy to the principal.
10. Should a report need to be faxed, it will be routed directly to the Intake Department. The fax number for DHR is 945-2491.
11. The principal should always be notified of such allegations pertaining to abuse and/or neglect.