



# Indiana Conference of Seventh-day Adventists K-12 Board Operating Policy

## Section 5000 School Operating Policies

### 5001:06 Reporting Suspected Child Abuse

Any employee or volunteer at an Indiana Conference school who has reason to believe (*see 2*) a child is a victim of child abuse or neglect (*see 1*) shall immediately notify his/her principal. It is the responsibility of the principal, after consulting with his/her board chair and the Superintendent of Schools to ensure the pertinent details of the suspected abuse or neglect are documented (*see 3*) and, if warranted, a report is immediately made to Child Protective Services in the county in which the child resides. This policy does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

1. A report of abuse or neglect must be made if the employee or volunteer has reason to believe any of the following conditions are present:
  - *The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision; or,*
  - *The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian; or,*
  - *The child is a victim of rape, criminal deviant conduct, child molesting (which includes but is not limited to "the fondling or touching of the buttocks, genitals, or female breasts"), child exploitation, child pornography, child seduction, sexual misconduct with a minor, public indecency, incest, or child prostitution; or,*
  - *The child's parent, guardian, or custodian allows the child to participate in an obscene performance, to commit public indecency, prostitution, patronizing prostitutes, promoting prostitution, or voyeurism.*
2. "Reason to believe" means the employee or volunteer have evidence that would cause individuals of similar background and training to believe that a child is abused or neglected. The evidence may be facts based on observation, information from the child, information from reliable third parties, or admissions by family members.
3. Documentation of all pertinent details shall include the following:
  - *A written report of the nature, frequency, location, and ages and addresses of the perpetrator and victims of the abuse or neglect suspected and how and why the employee or volunteer came to suspect child abuse or neglect had occurred. A written report of statements made by the child if he/she self-reports abuse or neglect. Teachers shall only record information the student offers; all investigatory work shall be done by the appropriate city/county official.*
  - *A written descriptions of any pertinent marks or bruises the child voluntarily shows the teacher.*
  - *A written report of the time and date Child Protective Services was notified, and the names of the persons making and receiving the official report. That report shall also include an assessment of the perceived level of imminent danger to the child at the time Child Protective Services was notified and any recommendations the official receiving the report made relative to the child's immediate need for safety.*
  - *A written report of the employee's or volunteer's response to any recommendations made by the official receiving the report relative to meeting the child's immediate needs for safety. An Indiana Conference*

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*employee or volunteer may not remove a child from the school or home unless authorized both verbally and in writing to do so by the child's parent or legal guardian. If the teacher believes a child is in danger the police should be called immediately.*

4. Those making the report shall make every effort to protect the privacy of the child making the report and the person(s) reported. School officials shall not disclose that a report was made or discuss any matter related to the report with anyone except those who have legal access to such information. School officials shall not discuss the report or any detail of the report with the person(s) reported. If confronted by the person who was reported, school officials should say: "To protect the privacy of those involved and to avoid in any way interfering with the investigative process, it is K-12 Board policy that school officials not discuss this matter. That I cannot discuss this matter with you does not in anyway diminish my love and concern for you and your child(dren) as your brother/sister in Christ."
5. Any person accused of child abuse or neglect shall not work or volunteer in Indiana Conference schools in any capacity until his/her alleged child abuse or neglect has been evaluated by the K-12 Board's personnel committee.