

SUBJECT: Health Safety Child Abuse, Neglect, and Maltreatment, Prevention and Reporting	NUMBER: HS-011
EFFECTIVE DATE: DECEMBER 11, 2017	PAGE: 1 of 4
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REFERENCE:

Head Start Performance Standards –Health and Safety Practices
45 CFR Part(s):: 1302.47 (B) (4) (K)

POLICY:

It is the policy of the Le Jardin Community Center, Inc that all staff will be trained in the recognition and reporting of child abuse and neglect. Training will be required annually – and repeated if necessary.

PROCEDURES:

- 1) The program will ensure that all staff, consultants, contractors, and volunteers abide by the programs’ child abuse prevention and reporting.
- 2) Grantee and delegate/child care partner, at minimum, will receive annual training on:
 - a) Recognition of child abuse,
 - b) Prevention of child abuse,
 - c) Reporting of child abuse.
- 3) Child abuse recognition, prevention, and reporting training will be conducted in accordance with 1302.47 (b) (5)
- 4) Grantee and delegate/child care partner staff will report suspected or known child abuse and neglect, in accordance with Head Start Standards, policy, state, and local laws;
- 5) Child abuse and neglect includes, but is not limited to:
 - a) Head Trauma,
 - b) Child Mistreatment, and
 - c) Child Abuse
 - d) Emotional Abuse
 - e) Shaken child syndrome
 - f) Neglect.
- 6) Violent shaking is one of the most devastating forms of child abuse.
- 7) Florida defines “Child Abuse” under 39.01(2), *F.S.* as Means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

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Possible indicators of Child Abuse include but are not limited to:

- a) Unexplained Marks and Bruises
 - a) Immersion Burns
 - b) Acting Out Sexually Developmental Behavior that is not age appropriate
 - c) Withdrawn
 - d) Overly Emotional
 - e) Changes in School Performance or Attendance
 - f) Changes in Behavior
- 9) Florida defines “Child Neglect” under *39.01(44), F.S.as* Child neglect occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.
- 10) Florida codes define neglect to include:
- a) Abandonment
 - b) Inadequate Supervision
 - c) Substance Misuse
 - d) Environmental Hazards
 - e) Failure to Thrive/ Malnutrition/Dehydration
 - f) Medical Neglect
 - g) Failure to Protect
 - h) Family Violence
- 11) Possible indicators of Child Neglect
- a) Dirty clothing, body odor
 - b) Lack of medical attention
 - c) Stealing or hoarding of food
 - d) Underweight, poor growth, not reaching developmental milestones
 - e) Inappropriate clothing for weather

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12) Head Start Performance Standards Code of Conduct:

- a) The program will provide, during pre-service and throughout the program term, how to recognize, prevent, and report child abuse training to staff, consultants, contractors and volunteers to ensure that positive strategies to support children’s well-being and prevent and address challenging behavior are implemented. All staff, consultant, contractors, and volunteers must not maltreat or endanger the health or safety of children, including at minimum
 - i) Use corporal punishment;
 - ii) Use isolation to discipline a child;
 - iii) Bind or tie a child to restrict movement or tape a child’s mouth;
 - iv) Use or withhold food as a punishment or reward;
 - v) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi) Use any form of emotional abuse, including public or private humiliation, rejecting terrorizing, extended ignoring, or corrupting a child;
 - vii) Physically abuse a child;
 - viii) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - ix) Use physical activity or outdoor time as a punishment or reward;

13) All staff who have knowledge or reasonable suspicion of suspected Abuse, Neglect, or Exploitation of a Child is required to report to the Department of Children and Families

- a) The role of Le Jardin Community Center, Inc is that of observation and reporting
- b) The role of Department of Children and Families is that of investigation and determination.

14) Grantee and delegate/partner agencies are **Mandated Reporters**.

- b) Mandated Reporters include, but are not limited to:
 - i) Medical Staff
 - ii) Law Enforcement
 - iii) Mental Health Staff
 - iv) School Personnel
 - v) Facility Staff

15) Grantee health coordinator and delegate/partner agencies will ensure that all caregivers/teachers who are in direct contact with children, including substitute caregivers/teachers and volunteers report child abuse, **immediately**:

- a) All Le Jardin Community Center, Inc. staff are “professionally mandatory reporters”.
- b) All Le Jardin Community Center, Inc staff are required to know the symptoms of child abuse and neglect
- c) All Le Jardin Community Center, Inc. staff are required to know current trends and patterns in child abuse and neglect (e.g. most abuse occurs at the hands of close family members)

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d) All Le Jardin teachers and staff will report suspected shaken baby syndrome (SBS), abusive head trauma, and child maltreatment, child abuse and neglect to the Central Reporting Center

e) FLORIDA ABUSE HOTLINE:
Telephone: 1-800- 96ABUSE (1-800-962-2873)
Fax: 1-800-914-0004
TDD: 1-800-453-5145
Web Reporting: <http://reportabuse.dcf.state.fl.us>

- 16) Failure to report known or suspected child abuse is grounds for disciplinary punishment, up to and including termination
- 17) It is recommended but not necessary to inform a supervisor of suspected or known child abuse and/or neglect
- 18) Le Jardin Staff (e.g., teachers, social workers and case managers, administration) or/and grantee health staff for partner sites will ensure that children are never left alone with volunteers.
- 19) All reports are confidential. Access to reports is limited by specific criteria in Chapters 39 and 415 of the Florida Statutes (F.S.). A person, **who knowingly and willfully** makes a false report of child abuse or advises another to make a false report, is guilty of a felony of the third degree.
- 20) If there is an open DCF investigation involving a staff member/volunteer, administration will be notified in order to relay the information to the Regional Office.