



TITLE: Child Abuse Awareness Training and Resources

PURPOSE: One of Lashon Academy's top priorities is to ensure the safety of our students. It is the policy of Lashon Academy that all employees shall report instances of suspected child abuse or neglect. Child Abuse Training is aimed to assist employees to better identify and report suspected child abuse. Lashon Academy has resources available to address reporting of suspected child abuse and conducts trainings throughout the school year to reinforce these resources and comply with legal mandates.

The training is part of Lashon's Academy initiative to ensure that all employees clearly understand their duty to protect our students, and their individual responsibility as mandated reporters of suspected child abuse. The training also certifies that employees understand their responsibilities in reporting suspected child abuse.

After completing the training, employees will be aware of the suspected child abuse reporting requirements which include, but are not limited to:

- How to file a report of suspected child abuse and with what agency
- How they are protected when filing a report
- What happens after filing a report

INSTRUCTIONS: I. Child Abuse Training

- A. All Lashon Academy employees are required to complete the Child Abuse Training and assessment annually between July 1 and no later than September 30 of any given school year. New employees hired after September 30 are required to complete the Child Abuse Training within 30 days from employment start date. Employees receive an email from the office manager indicating that they need to register at <https://mandatedreporter.ca.com/training/school-personnel>
- B. The Child Abuse Training is available once registered. Employee must complete the required training modules. After reviewing the training modules, all employees must pass the assessment to demonstrate their knowledge and comprehension. Employees will have the ability to start and stop the online video at various points and continue the training at their convenience.



Employees who fail to complete this mandatory training shall be subject to disciplinary action. Updates will be provided regularly to the school principal regarding employee Child Abuse Training completion.

II. Printing Certificates of Completion

Employees may print a Certificate of Completion once they have passed the Child Abuse Training assessment and provide a copy to the office manager, who will keep them on file.

ROLE OF STAFF AS MANDATED CHILD ABUSE REPORTERS

All non-certificated and certificated staff will be mandated child abuse reporters and will follow all applicable requirements of the California Abuse Reporting Law in the California Penal Code §§ 11165-11174.5, and Lashon Academy policies and procedures comparable to those used by SDUSD. As “mandated reporters” of child abuse,[1](#) Lashon Academy employees must report child abuse or neglect that comes to their attention while acting within the scope of their duties as a Lashon Academy employee. It is illegal for a mandated reporter not to report and the mandated reporter can be charged with a crime if he/she fails to report.

When a Mandated Reporter Must Report

California law states that a mandated reporter must make a report “whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.” [2](#)

A reasonable suspicion “means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.” [3](#)

Lashon Academy employees must report abuse according to the law if, in that capacity, they reasonably suspect child abuse has occurred. Lashon Academy employees must report any knowledge of abuse or neglect they discover in their professional capacity (or within the scope of one’s employment).

Reporting Abuse is the Employee’s Responsibility

If a Lashon Academy employee becomes aware of abuse or neglect while working as a Lashon Academy employee, he/she must report it. Discussing the matter with a supervisor does not satisfy the reporting requirement. A Lashon Academy employee’s duty to report abuse or neglect is an individual responsibility. [4](#) This means that the Lashon Academy employee bears the burden of ensuring that the official report gets made, and that the report complies with the requirements the law, specifically Penal Code § 11166.

The law does state that, when abuse or neglect comes to the attention of two or more mandated reporters, they can mutually agree to which one will call in the report and which one will follow-up with the written report. [5](#) If, however, that person does not follow through, the other must make the report.

What Calls for a Report?

Child abuse and neglect may not be easy to discern. The Child Abuse and Neglect Reporting Act, as well as the Welfare and Institutions Code describe in detail what constitutes abuse and neglect. [6](#)

However, it is a mandated reporter’s reasonable understanding of what abuse and neglect is that drives the need to report. Therefore, if a Lashon Academy employee thinks it is child abuse or neglect, the employee must report it. When in doubt, make the report and let the professionals decide. It is important to note that the Lashon employee must make the report even if the child has subsequently

reached the age of majority or died. [7](#) Conversely, the law specifically says that, “pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse. [8](#)

How to Make a Mandated Report 9

Once a mandated reporter has determined that he/she should make a report, he/she must follow these steps:

1. Make an initial report by telephone immediately, or as soon as practicable. By law, one can call the local police department, sheriff’s office, or the county welfare department. [10](#)
2. Prepare a written follow-up report that complies with the following requirements:
 - a) Use the California Attorney General’s form [SS 8572. 11](#)
 - b) Submit it by sending it by facsimile or electronically transmitting it within 36 hours.
 - c) Include any non-privileged documentary evidence relating to the incident.
 - d) Include your name, business address, and telephone number.
 - e) Include the information that gave rise to the reasonable suspicion of child abuse or neglect, including the source(s) of the information.
 - f) If known, include the child’s name, child’s address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her. [12](#)

The Identity as a Reporter is Confidential

When private citizens report abuse or neglect, they can choose to remain anonymous. However, when reporting as a mandated reporter, one must give one’s name. [13](#) The law does protect the identity of mandated reporters with a level of confidentiality, however, the mandated reporter’s name will be given to those who need to know (which can include people like the social worker, the minor’s attorney, the county counsel assigned to the case, etc.).

Mandated Child Abuse Reporters Enjoy Some Immunity from Liability

The law specifically grants a level of immunity from civil or criminal liability to mandated reporters who make good faith reports of child abuse or neglect. [14](#) Therefore, while one must endeavor to avoid reports that make patently false accusations or recklessly disregard the truth, one should not worry about reporting abuse or neglect.

Mandated Reporters Can Be Held Liable for a Failure to Report

Mandated reporters must report child abuse or neglect that comes to their attention while acting in the capacity of a Lashon employee. Mandated reporters who fail to report can be held civilly and criminally liable. [15](#)

The Mandated Reporter is Entitled to Know the Outcome of the Report

California Law requires that the investigating agency let the mandated reporter know the results of the investigation and any action taken once the investigation or disposition is complete. [16](#)

Engage Lashon Academy School Leaders

Discuss the matter with the Principal or human resources representative for guidance through this process.

Footnotes:

See Penal Code §§ 11164 et seq., specifically § 11166 and 11165.7(a)(35).

Penal Code § 11166(a).

Penal Code § 11166(a)(1).

See Penal Code § 11166(i).

See Penal Code § 11166(h).

See Penal Code §§ 11164 et seq.; see Welf. & Inst. Code §§ 300 et seq.

See Penal Code § 11166(a)(2).

See Penal Code § 11166(a)(1).

See Penal Code § 11166(a), see also Penal Code § 11167.

See penal code § 11165.9.

This form can be found at the Lashon Academy main office, the Social Services Agency, or by going to the California Attorney General's website (<http://ag.ca.gov/childabuse/forms.php>).

Penal Code § 11167.

See penal Code § 11167(d)(1). However, if you are reporting abuse as a private citizen, meaning not in your role as a Lashon Academy employee, then you may remain anonymous per Penal Code § 11166(f).

See Penal Code § 11172.

See Penal Code §§ 11166(c), 11166.01(b); this includes jail time and or a fine.

See Penal Code § 11170(b)(2).