

### **Reporting Child/Dependent Adult Abuse and Neglect**

It is the intent of the Dubuque Community Schools to comply with the state's child and dependent adult abuse reporting laws and with the mandatory reporting section of those laws.

Mandatory reporters include licensed school employees such as administrators, teachers, counselors, nurses, authorized coaches and certified para-educators. All other non-licensed school employees are permissive reporters.

Within six months of their initial employment, mandatory and permissive reporters shall complete two hours of training relating to the identification and reporting of child abuse. The employee shall complete at least two hours of additional training every five years.

Any mandatory reporter who knows or has reasonable cause to suspect that a child or dependent adult has been subjected to abuse or neglect, or observes the child/dependent adult being subjected to conditions or circumstances that could result in harm or threatened harm, shall file a report with the local office of the Department of Human Services (hereinafter referred to as DHS).

Any permissive reporter shall report any suspicion of abuse/neglect to building principal or designee, who shall then become responsible for initiating a report to the DHS. Permissive reporters may contact DHS directly, if preferred, and then inform the principal of the report.

Each report shall be made orally and in writing to the DHS. The oral report shall be made within 24 hours of suspicion by telephone or otherwise to the assessment (investigative) unit of the local DHS. If the reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within 48 hours of the oral report, the reporter shall file a written report with DHS. (Report forms are available in each school.)

DHS is responsible for investigating the incident of alleged abuse or neglect. Dubuque Community School employees should not take it upon themselves to investigate the case.

Any person who, in good faith, participates in making such reports or in any judicial proceeding resulting therefrom shall be immune from civil or criminal liability (232.73 Iowa Juvenile Justice Law).

Adopted: April 9, 1984  
Reviewed: January 6, 2009  
Reviewed: May 6, 2014

Legal Reference:  
Code of Iowa, Ch. 232.67-232.75  
235A and 235B