

Heading: Child Health and Safety	P.S.# 1304.22	Rev. 7/2004
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**SUU HEAD START
CHILD ABUSE AND NEGLECT POLICY**

If signs of possible abuse or neglect are noted, take the following steps:

1. Do all you can to help the child feel safe and secure. **If it appears the child has serious injuries, call 911 immediately.** If a child appears to be injured in any way that could be the result of abuse, go directly to **2.**
2. Call Child Protective Services. It is listed under Utah State Government, Human Services Department, Division of Child and Family Services. **PHONE:** _____. State law requires the person witnessing the signs of abuse to be the one who reports it.
3. Notify your Family and Community Partnerships supervisor that you have made a suspected abuse or neglect referral. If your FCP manager is unavailable, notify the Director, or Acting
4. Make a written [incident report](#) as indicated in Incident Reporting Procedures. FAX one copy to your FCP supervisor (who will FAX one to the FCP manager) and keep one copy. **Do not send a copy of the incident report home, unless otherwise directed.**
5. A Child Protective Services worker may contact you for additional information. Please contact your FCP supervisor, the FCP manager, Director, or Acting Director before the child is interviewed or any other action is taken during school hours. **Verify identification of CPS worker.** Any child interviewed is to be accompanied by a staff member. If the child's parent is in the classroom when CPS visits, tell the worker that the visit will need to be rescheduled. You **do** have the option of a later visit when the parent is absent.
6. If you see or hear something that leads you to believe that a child may be in an abusive situation, begin documenting observations on a separate Family Log sheet. Call your FCP supervisor to alert her of the situation and for further suggestions. If you see a pattern, go to 2 - 5.
7. If you have questions, call the FCP manager or Director at the Central Office.