###### NMCAA logo

###### Staff and Volunteer Mandated Reporting Policy

**Mandated Reporter Policy and Procedures:**

Child and Family Development staff, child care collaborative center staff, and center volunteers (including minors) are mandated reporters. Under the Child Protection Law, staff and volunteers must contact Child Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate report must be made to Centralized Intake by calling or filing an online report. A verbal report must be followed by a written report. The written report must be submitted within 72 hours. Complete the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The reporting person shall notify the person in charge or the next person in the line of supervision (Supervisor/Coordinator, Manager, etc.) of his or her finding and that the report has been made. The reporting person shall also make a copy of the written report or electronic report available to their supervisor and/or subsequent administrators. Reporting the situation to administration or another staff person does not relieve the employee or volunteer of their mandated responsibility to report to CPS.

* When child abuse and/or neglect is suspected, the staff or volunteer needs to only obtain enough information to make a report. If a child or adult starts disclosing information regarding abuse and/or neglect, the staff/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to Licensing and Regulatory Affairs or CPS. **The staff/volunteer must not lead the child or adult during the conversation. The staff/volunteer must not attempt to conduct their own investigation either before reporting it to Licensing and Regulatory Affairs or CPS, or during the investigation.** A discussion will be held between the Manager and/or Director regarding further action.
  + A program must submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting health and safety of program participants, program involvement in legal proceedings, or any matter for which notification or a report to state or local authorities is required by applicable law, including at a minimum:
    - Any reports regarding staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
    - Administration staff will refer to the Special Investigations and OHS Reporting form for additional documentation requirements when following up with the Office of Head Start.
  + The ISD and a GSRP Consultant must be notified within 24 hours of a special investigation being initiated by Licensing and Regulatory Affairs for GSRP funded programs.
  + Licensing will be notified when:
    - An incident involving an allegation of inappropriate contact occurs at the center completing a BCAL-4605 report.
    - The Child Care Licensing telephone number for our entire service region is 1-866-856-0126.
  + Child Protective Services will be notified when:
    - Staff/volunteer suspects that a child has experienced abuse or neglect.
    - To make a report and/or access mandated reporting guidance, contact Child Protective Services at the Department of Health and Human Services Centralized Intake office at

1-855-444-3911 or make an online report at <https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/mandated-reporters>.

* + Report of Actual or Suspected Child Abuse or Neglect-3200 Report Storage:
    - Store separately from the child’s file in a locked filing cabinet.
    - All 3200 reports are kept in a Confidential File for Child Protective Services Reports ONLY.
    - See the Program Drop Files document for children exiting or completing the program.
* Child Protection Law and Mandated Reporting Training takes place during the Annual Pre-service Orientation and Training:
  + Topics addressed include the Child Protection Law, mandated reporter informational resources, guidance, and training videos on michigan.gov.
  + Individuals are encouraged to attend state and local mandatory reporter training opportunities as they are offered.
  + Staff and volunteers will learn what to expect after a report has been submitted:
    - If the complaint is not assigned for investigation, notification will be mailed from Centralized Intake within 5 business days of the complaint.
    - If assigned for investigation, notification of the disposition of the investigation will be mailed within 10 business days of the completion of the investigation.
  + Per Child Protective Services, do not contact the family when reporting suspected child abuse or neglect.
    - If approached by an individual who suspects being reported to CPS, staff and volunteers will remind the individual of the mandated reporter requirements for child care providers and seek further guidance from a supervisor.
  + Staff and families will continue to be supported through this process:
    - Staff will have ongoing training and exposure to the strength-based and trauma sensitive family partnership practices, curricula and resources used by the program.
    - Home visiting staff and supervising staff have reflective practice available.
    - Mental Health Consultants and the Mental Health & PFCE Manager are available to reflect upon current practices and relationships with families to individualize planning for everyone involved.
    - The Employee Assistance Program (EAP) is available to all staff. Call 1-800-779-0449.

* Child and Family Development staff, child care collaborative center staff, and center volunteers (including minors) will cooperate with Licensing and Regulatory Affairs and Child Protective Services agencies.
* In recognizing that participation in our programs may be essential in supporting families, staff will make every effort to retain children and families impacted by this process.

**My signature below certifies that:**

* I am aware that abuse and neglect of children is against the law.
* I have been informed of the program’s policies on the Child Protection Law, Mandated Reporting, and child/abuse neglect.
* I am aware that all staff and volunteers are required by law to immediately report suspected abuse and neglect to Child Protective Services.

**Additional acknowledgement for a volunteer:**

* I am aware that volunteers, including parents, shall receive a Public Sex Offender Registry (PSOR) Clearance before having any contact with a child in care.
* Any individual who is registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in care.
* See the Volunteer Screening and Supervision Policy and/or the Staff and Volunteer Required Paperwork chart for additional information.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distribution:** Original: Send to supervisor for signature then staff forms sent to HR Dept Copy: Keep in Employee/Volunteer Center File

References: HSPPS 1302.92 b 2 (1), 1302.94 (4),1302.102 d (3), Licensing R400.8125, Child Protection Law 722.623

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