

# BPS Child Abuse, Abandonment and Neglect Reporting Procedures

All employees of Brevard Public Schools have an affirmative duty to immediately report known or suspected child abuse, neglect or abandonment. The threshold for mandated reporting is “reasonable cause to suspect” that a child has been abused or neglected. To have reasonable suspicion you must be able to articulate some objective, factual basis for your suspicion, such as identifying criteria based upon the signs of abuse and neglect. If a reporter has reasonable cause to suspect that physical or sexual abuse has occurred, he or she should not undertake any further investigation to prove whether his or her suspicion is founded or unfounded before making a report. In instances where a BPS employee or volunteer is suspected of committing abuse or neglect the Human Resources Department will direct staff in the performance of any subsequent investigation.

All such reports should be made in the following priority:

1. Call the Department of Children and Families Central Office (DCF) Abuse Hotline 1-800-96ABUSE (1-800-962-2873)
  - Document on a BPS Mandatory Child Abuse Reporting Form (see attached) the date of the report to DCF and the name of the person taking the report with their employee identification number. DCF will screen all calls and notify law enforcement or transfer your call to law enforcement when appropriate. If you are transferred, you must document your report to law enforcement in Section 2 of the Reporting Form.
2. Notify SRO / Local Law Enforcement and document Agency / Officer / and case # on the BPS Abuse Form
3. Notify parents and document notification to include date / time / and parents name on the BPS Abuse Form
4. If a BPS employee or volunteer is suspected of committing abuse, call District Security (321) 633-1000 ext. 290 , scan and email the completed Reporting Form to [childabusereporting@brevardschools.org](mailto:childabusereporting@brevardschools.org) and notify your school/department administrator (principal of school or other person in charge of district facility) that a report was made and provide them with a copy of the reporting form.
  - The school or department administrator should take immediate steps to protect the safety, welfare and privacy interest of the child in the interim before any intervention by DCF, law enforcement or Human Resources.

Any doubt as to whether abuse, neglect or abandonment has occurred shall be resolved in favor of reporting. DCF personnel at the Central Abuse Hotline are specifically trained to determine if a report meets statutory criteria for child protective investigation when warranted. The abused, neglected or abandoned child and other concerned individuals have a right to privacy, and all information incidental to the report shall be confidential and not discussed or disclosed except as specifically authorized by Florida Statutes. No BPS employee will be subject to retaliatory employment practices for making a good-faith report of child abuse, neglect or abandonment.

**Any BPS employee who fails to report known or suspected child abuse, neglect or abandonment to DCF may be subject to criminal prosecution pursuant to Florida Statutes and/or subject to disciplinary action by BPS which may include but not limited to, termination of employment.**

I have read, understand and will comply with the BPS procedures on Child Abuse, Abandonment and Neglect.

---

Name/Initials	Employee ID #	Date
---------------	---------------	------

(Please complete this form, make a copy for your records, and provide the original to your supervisor)