



# Good Foundations Academy

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## Child Abuse & Neglect Reporting Policy

### PURPOSE

Good Foundations Academy (hereafter referred to as “School”) takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School’s personnel have an important role to play in the elimination of child abuse and neglect because they are in a unique position to observe children over extended periods of time on a daily basis.

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child is, or has been, the subject of abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report the suspected abuse or neglect to the nearest peace officer, law enforcement agency, or the Division of Child and Family Services (DCFS). The law provides serious penalties for failure to fulfill one’s duty to report.

This policy is intended to help the School’s personnel to understand and fulfill their legal responsibilities concerning child abuse and neglect.

### POLICY

1. If a School employee or volunteer has reason to believe that a child is, or has been, the subject of abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, the individual shall immediately make an oral report of the suspected abuse or neglect to the nearest peace officer, law enforcement agency, or DCFS. The individual shall also make a report to the School’s Director, but the requirement to notify the Director does not satisfy the individual’s personal duty to report to law enforcement or DCFS. Employees and volunteers are encouraged to verify with the administration that a complaint has not been previously filed so as to avoid reporting the same complaint numerous times.
  - a. The oral report to law enforcement or DCFS may be made with the Director present, but it must be made by the person making the report.
  - b. The reporting individual must record the name of the person and the agency contacted to make the required report.
  - c. The reporting individual must complete and provide a copy of the *Child Abuse and Neglect Reporting Form* to the Director within twenty-four (24) hours. The Director will keep the form in a separate file, and it shall not be placed in the student’s permanent file. The form should also be sent to the agency to which the oral report was given.
  - d. The School will preserve the anonymity of the person making the report and any others involved in any investigation.
2. To determine whether or not there is reason to believe that abuse or neglect has occurred, School employees may (but are not required to) gather information *only to the extent necessary to determine whether a reportable*

*problem exists.*

- a. Investigations by School staff prior to submitting a report shall not go beyond what is minimally necessary to support a reasonable belief that a reportable problem exists.
  - b. It is not the responsibility of the Director or any other School employees to prove who the abuser is or that the child has been abused or neglected, or to determine whether the child is in need of protection.
  - c. School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
  - d. School employees shall not conduct interviews with the child or contact the suspected abuser.
  - e. Notes of voluntary or spontaneous statements by the child shall be given to the investigational agency.
3. Investigations of reports of abuse or neglect for children seventeen (17) years of age and younger are the responsibility of DCFS.
- a. School employees shall not contact the child's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
  - b. School personnel shall cooperate with DCFS and share all information with DCFS that is relevant to DCFS's investigation of an allegation of abuse or neglect. Additionally, School employees shall cooperate with DCFS and law enforcement employees authorized to investigate reports of alleged child abuse and neglect, including:
    - i. allowing appropriate access to students;
    - ii. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;
    - iii. making no contact with the parents or legal guardians of children being questioned by DCFS or law enforcement authorities; and
    - iv. maintaining appropriate confidentiality.
  - c. If School officials are contacted by parents about child abuse or neglect reports, School personnel shall not confirm or deny that a contact or investigation is taking place. A School employee should refer the caller to law enforcement or DCFS.
4. If the suspected perpetrator of child abuse or neglect is a School employee or volunteer, the Director shall immediately report the allegation to the Utah State Board of Education. Steps shall be taken to assure that further abuse or neglect is prevented by the suspected perpetrator.
5. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law.
6. The Director shall do the following on an annual basis:
- a. provide each School employee with the School's written Child Abuse and Neglect Reporting Policy, including a copy of the *Child Abuse and Neglect Reporting Form*; and
  - b. notify each School employee of the mandatory reporting requirements of this policy and Utah Code §§ 53E-6-701 and 80-2-602.
7. The Director will provide School personnel once every three years with training and instruction on child sexual abuse and human trafficking prevention and awareness, including:
- a. responding to a disclosure of child sexual abuse in a supportive, appropriate, manner;
  - b. identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation;

- c. the mandatory reporting requirements of this policy, Utah Code § 53E-6-701, and Utah Code § 80-2-602; and
  - d. appropriate responses to incidents of sexual extortion, including connecting victims with support services.
- (Newly hired staff will be provided with the same training and this policy at the beginning of their employment.)
- 8. The Director will also provide the parents or guardians of its students with training and instruction once every three year on child sexual abuse and human trafficking prevention and awareness, including (a) recognizing warning signs of a child who is being sexually abused or who is a victim or may be at risk of becoming a victim of human trafficking or commercial sexual exploitation; (b) effective, age-appropriate methods for discussing the topic of child sexual exploitation; and (c) resources available for victims of sexual extortion.
  - 9. The training and distribution of materials will be documented.
  - 10. Educational neglect means that, after receiving a notice of compulsory education violation under Utah Code § 53G-6-202, the parent or guardian fails to make a good faith effort to ensure that the child receives an appropriate education.
    - a. When School personnel have reason to believe that a child may be subject to educational neglect, School personnel shall submit the report described in Utah Code § 53G-6-202(8) to DCFS.
    - b. When School personnel have a reason to believe that a child is subject to both educational neglect and another form of neglect or abuse, School personnel may not wait to report the other form of neglect or abuse pending preparation of a report regarding educational neglect.

#### **References**

Utah Code Ann. § 53E-6-701;  
Utah Code Ann. § 53G-9-207;  
Utah Code Ann. § 80-2-602; and  
Utah Administrative Code Rule R277-401.