

GREAT FUTURES START **HERE.**



Mandated Reporting

Policy Statement

Child Protective Services is responsible for investigating allegations of child abuse and neglect. The Michigan Child Protection Law provides the framework for what CPS must do. The Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse and neglect to CPS. These people are mandated reporters and have established relationships with children based on their profession. While staff working at the Boys & Girls Clubs of Greater Kalamazoo are **not** mandated reporters, the Club chooses to report incidents of suspected child abuse and neglect to CPS.

Mandated Reporting Requirements of CPS

- **Immediate (ASAP or within 24 hours) verbal report** of incident.
- Follow call with a **written report in 72 hours** (DHS 3200 form).
- The individual who had contact with the child must complete the call.
- The identity of a reporting person is confidential under the law.
- Mandated reporters who fail to file a report of suspected child abuse or neglect can be held criminally liable.

Child Abuse is defined as:

Harm or threatened harm to a child's physical health or welfare that occurs through non-accidental **physical or mental injury, sexual abuse, sexual exploitation**, or maltreatment, by a **parent, a legal guardian**, or any other person responsible for the child's health and welfare – or by a teacher, teacher's aide, or member of clergy.

Child Neglect is defined as:

Harm or threatened harm that occurs by:

- Negligent treatment, including the **failure to provide adequate food, clothing, shelter, or medical care.**
- Placing a child at an unreasonable risk by **failure to eliminate the risk** when that person is able to do so and has, or should have, had knowledge of risk.

When a child discloses:

1. Allow the child to finish telling you what is happening or what has happened to them. If in loud setting, move child to a quieter environment. Never talk to a child alone.
2. Avoid acting shocked or disapproving.
3. While repeating what you heard back to the child to be sure you clearly understand what they have shared with you is okay, do not ask follow up questions. Thank the child for sharing something that was hard to talk about and reassure them that you are here to help and keep them safe. Validate their feelings.
4. If asked, do not promise not to tell. Always be up front with the child and let them know that if they or someone they know is being harmed, you have to let somebody know so that you can get help.

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BOYS & GIRLS CLUBS
OF GREATER KALAMAZOO

5. As soon as you are able, let a supervisor know what the child said to get assistance with the CPS reporting process.

Recording & Reporting to CPS

1. Work with supervisor to gather information about member from Kid Trax.
 - Child's primary guardian, including name, address, and contact info
 - Name and birth date for all members of the household
 - Name and date of birth of alleged perpetrator
 - Whether alleged person lives with child
 - Address where alleged abuse or neglect occurred
 - Reasons the mandated reporter suspects the child is being abused or neglected
2. Make call to centralized call center (max 24 hours)
 - 855-444-3911
 - Be ready to give information about member and disclosure incident or suspensions.
 - You will be given a log # that will go on 3200 form.
 - Fill out 3200 form and fax to local DHS
 - Fax to 616-977-1154
3. Write incident report of situation. Give to supervisor.
 - BGC incident report and DHS 3200 form must be identical and requires a case number.