

Sample Suspected Child Abuse Reporting Procedures

Per the Oregon Revised Statute 419B, District employees are considered mandatory reporters of suspected child abuse. This means that you must report if you have reasonable cause to suspect child abuse or neglect. For more information, refer to the Suspected Child Abuse Reporting Policy in the Personnel Policies.

According to Oregon law, abuse or neglect includes the following:

- Mental injuries;
- Sexual abuse or exploitation;
- Rape or incest;
- Neglect or maltreatment;
- Threatened harm;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

This reporting requirement is a 24/7 responsibility. This means that you are required by law to report suspected abuse even when you are off duty, working another job, or on vacation.

Reporting procedures

If you have reasonable cause to believe that a child has been abused or that you've come into contact with someone suspected of abusing a child, please follow this procedures.

Immediately notify the Oregon Department of Human Services, [local office] ([phone], open [hours]) or the [County] Sheriff ([phone], 24-hour non-emergency line).

Complete an incident report form to notify the Library Director of the report. Note that the report is for an instance of suspected child abuse and include the following information (if known).

- The child's age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

Please do not use confidential patron records to gather this information or attempt to investigate yourself. If in doubt, report.

There is no penalty to reports made in good faith, but you can be prosecuted for failure to report.

Volunteer reporting

While our volunteers are not required by law to report, the District does ask that they help us with this important responsibility. If a volunteer suspected child abuse, s/he should immediately notify, including as much information as possible, the Library Director or Person in Charge, who will then report as above.