

Child Abuse and/or Neglect Reporting Protocol

During the school day or after school hours, if LTL staff suspect child abuse and/or neglect, they will follow their employer agency protocols regarding reporting of their concern to Child Welfare Services or other authorities. When reporting, LTL staff will:

1. Fill out their agency-designated incident reporting forms.
2. Provide verbal notification to the school Principal of the reporting of said incident as soon as possible (on same day; LTL staff must have cell phone contact information for their school administrators for this purpose in case they are out of the building).
3. Document in the case file that notification was given to the Principal of reporting to the proper authorities.
4. Follow-up with an email confirmation of the verbal notification given to the Principal stating that he or she was notified and the date of notification. As with all e-mail communications related to clients on LTL caseloads, confidentiality practices must be maintained. As such, no identifying information should be used in the e-mail follow up to principals regarding the student or family member(s) involved in the report to authorities.