**CAPE /Head Start/ Early Head Start Section 3. Forms**

**Procedure for completing form:**

Child Abuse and Neglect Reporting/Flow Chart

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|  | **STEPS** | **PERSON RESPONSIBLE** | **TIME LINE** |
| 1 | Form and Flow Chart is to be downloaded from Intranet | All staff | As necessary |
| 2 | When any staff person suspects a child has been abused or neglected, he/she is legally obligated to report their suspicions to Child Protective Services. | All staff | As necessary |
| 3 | The Reporting form is to be completed by the individual that suspects the abuse or neglect allegation. | All staff | As necessary |
| 4 | He or she must follow the flow chart, contact their immediate supervisor and inform their supervisor of their suspicion. | All staff | immediately |
| 5 | Local Site Managers, COM will contact the Director Family Partnerships. The Director of Family Partnerships will contact the Deputy Director of Children’s Services and the Director of Children’s Services immediately. | LSM/COM | immediately |
| 6 | If the DCS is unavailable, the Chief Executive Officer must be contacted. | LSM/COM | immediately |
| 7 | The suspecting person calls Child Protective Services. He/she must report the facts that support their suspicions. The report form is completed by documenting with whom they spoke. | All staff | As necessary |
| 8 | The form shall be placed in an envelope, sealed and immediately forwarded to the Director of Family Partnerships. | All staff | Same day as report is made |
| 9 | The Director of Family Partnerships will keep a file of all reports for monitoring in a locked cabinet. | Director of Family Partnerships | As necessary |
| 10 | All staff must keep all details of the report confidential. | All staff | At all times |

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