

## Abuse Reporting and Disclosure process

**\*If there is a scenario not covered, then please contact a member of the net team right away, the Director of Operations or the Executive pastor\***

- 1. Contact your Supervisor or ministry leader immediately.**
- 2. Gather Basic Information on incident report:**
  - The name, address and age of the child/student.
  - The name and address of the child/student parent, guardian or other persons having custody of the child.
  - The nature and extent of what they are reporting, abuse, neglect, suicidal ideation, other etc
  - Any evidence of previous incidents.
  - Any other information which may be helpful to report to authorities.
- 3. A meeting will be scheduled to discuss next steps, with Supervisor, Executive Pastor and Director of Operations.**

**Keep in mind that depending on the extent or severity this could all happen in the course of a few hours.**

- 4. A decision will be made as to next steps including calling of the parents/guardians, police, counselor, etc.**
  - a. Washington State Department of Children, Youth and Families
  - i. Region 3 Reporting # 866-829-2153

### **In the case of self-harm: (After disclosure)**

1. Contact your supervisor or ministry leader immediately.
2. Gather Basic information for Incident report (above information)
3. Fill out Incident Report
4. Ministry leader determines next steps:
  - a. Disclose to parent or guardian
  - b. Refer to counselor
  - c. Praying with student
  - d. Walking alongside family.
5. Ministry leader determines if meeting with the Net team is necessary.

### **Common Signs of Self-Harm:**

- Cuts, bruises, scratches, or burn marks
- Wearing long sleeves or pants in hot weather
- Emotional outbursts and impulsive behavior
- Withdrawing from relationships
- Expressing feelings of hopelessness or worthlessness

Link to abuse disclosure form:

<https://form.jotform.com/231277884103154>

**Incident report for Abuse or concern of child/student harming others or themselves:**

- Who should receive this report?
  - An option on jotform can be made to limit who sees form i.e net team
- Maybe limit details in initial report
- Add next to "911 called," "was DSHS called?" If "no" follow up w/ why?
- Add spot for case # or reference #
- Remove damage section
- Create section detailing next steps
  - Can create a section in Rock with the incident report pdf and allow for follow ups

**Important information to know before calling:**

- Child Abuse Definition in WA:
  - Injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child. RCW 26.44.020 <https://apps.leg.wa.gov/rcw/default.aspx?cite=26.44.020>
    - This does NOT include physical discipline. RCW 9A.16.100 <https://apps.leg.wa.gov/rcw/default.aspx?cite=9A.16.100>
- Church staff are not **Mandatory reporters**, but we do have a moral obligation to report.
- Signs of Abuse in parents/adults and children/students:

| Child/Student                                                                     | Parent or Guardian                                                          |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Sudden behavior changes                                                           | Shows little concern for child                                              |
| Physical or medical problems are not addressed after disclosed to parent/guardian | Dismisses existence of child                                                |
| Very watchful or anxious of adults                                                | Harsh discipline of child, or encourages staff to discipline child harshly. |
| Lacks adult supervision in the home                                               |                                                                             |
| Overly compliant, passive or suddenly withdrawn                                   |                                                                             |
| Does not want to go home                                                          |                                                                             |

Common indicators of abuse by type of abuse:

| Signs of Abuse | Types of Abuse                           |                                                                                      |                                                                                                               |                                                                                                                                                             |
|----------------|------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | Physical                                 | Neglect                                                                              | Emotional                                                                                                     | Sexual                                                                                                                                                      |
|                | Burns, bites, bruises or black eyes      | Frequent absence                                                                     | Extreme behaviors                                                                                             | Difficulty walking or sitting                                                                                                                               |
|                | Fading bruises or marks after an absence | Steals food or money or basic supplies                                               | Inappropriately adult or "mature" ex. Parents other children                                                  | Sudden appetite change                                                                                                                                      |
|                | Frightened of parent or caregiver        | Lacks basic hygiene or care (Dr., Dental, etc.) Consistently dirty                   | Inappropriately infantile ex. Displays behaviors of younger children or frequent head-rocking or head banging | Sudden occurrence of bedwetting or nightmares                                                                                                               |
|                | Does not want to go home                 | Lacking sufficient clothing for the time of year (i.e coats for winter, shoes, etc.) | Delayed development-speech, fine motor skills, etc.                                                           | Bizarre or unusual knowledge of sexual behavior or anatomy                                                                                                  |
|                |                                          | Abuses alcohol or drugs. Or states no one cares about behavior at home.              | Self-harm or self-destructive behaviors                                                                       | Behaviors of a Parent: <ul style="list-style-type: none"> <li>• Limits child's interactions with others</li> <li>• Very isolated or controlling.</li> </ul> |

**Definition of terms in flowchart:**

- Abuse: Means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW **9A.16.100**; or the negligent treatment or maltreatment of

a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.

- Investigate: (If abuse is suspected but student does not disclose) Analyze students behavior/changes in behavior. Ask students' friends questions about student. We want to look for the above signs.
  - “Does X live at home?”
  - “Does X seem happy?”
  - “Have you met X’s parents?”

### **Process for After Reporting:**

If Abuse meets requirements for Child Abuse THEN CPS will be called and an investigation begins, CPS & Police have separate investigations. IF Abuse is significant enough that the child’s safety is in question THEN CPS will put the child in protective custody- CPS will place the child in a safe adult’s care or foster home. The child will not be in that custody for more than 72 hrs without a court hearing/decision.

The best I could come up with was from Texas Southern Baptist church.

<https://www.baptiststandard.com/falling-seed/child-sexual-abuse-church-reporting-care-after-abuse-occurs/>

<https://erlc.com/resource-library/articles/how-to-create-child-protection-policies-for-your-church-part-5/>

[https://www.oregon.gov/dhs/ABUSE/Pages/mandatory\\_report.aspx](https://www.oregon.gov/dhs/ABUSE/Pages/mandatory_report.aspx)

<https://www.oregon.gov/DHS/children/child-abuse/Pages/Reporting-Numbers.aspx>

<https://www.dcyf.wa.gov/safety/what-is-abuse>

<https://www.churchlawandtax.com/web/50-state-child-abuse-reporting-laws/idaho.html?state=Idaho>

## **Local Area school counselors**

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