

CLERC CENTER CHILD ABUSE/NEGLECT REPORT CHECKLIST

The teacher or staff member filing a report must complete this checklist to verify comprehensive and appropriate reporting of the known/suspected incident of abuse/neglect.

The following section must be completed by the teacher or staff member making the report to the D.C. Child and Family Services Agency (CFSA).

- Formal report made to CFSA immediately upon knowledge or suspicion of abuse/neglect
- Clerc Center Child Abuse/Neglect Report Documentation Form completed during or immediately following formal report
- Immediate supervisor informed that a child abuse report has been made
- This checklist attached to the Clerc Center Child Abuse/Neglect Report Documentation Form and submitted to one of the following personnel:
 - During school hours: Principal or assistant principal (if the principal is not available)
 - After school hours: Manager of Student Life
- Clerc Center Child Abuse/Neglect Report Documentation Form copied and submitted to MSSD/KDES social worker

Reporter: _____

Date: _____ Time: _____

The following section must be completed by the KDES/MSSD principal or assistant principal or manager of Student Life—after school hours, if appropriate.

- Arrangements made for on-site interview by CFSA (if necessary)
- CFSA provided interpreting services
- Arrangements made for transportation and/or dormitory
- Arrangements made for teacher/staff coverage

Additional information (if any):

Administrator: _____

Date: _____ Time: _____

The following section must be completed by the KDES/MSSD social worker.

Follow-up conducted by KDES/MSSD social worker.

Social worker: _____

Date: _____ Time: _____

File original copy (Clerc Center Child Abuse/Neglect Report Documentation Form and Checklist) in **social worker's worker office**

File duplicate copy (Clerc Center Child Abuse/Neglect Report Documentation Form and Checklist) in **principal's** office.