

## State Statute (10A O.S. 1-2-101)

**ANY PERSON** who has reason to believe a child is the victim of physical abuse, sexual abuse or neglect **MUST promptly report the circumstances to DHS** via the statewide child abuse hotline.

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# REPORTING CHILD ABUSE

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## SCHOOL PERSONNEL GUIDE



**NORMAN PUBLIC SCHOOLS**

(405) 364-1339 • [WWW.NORMAN.K12.OK.US](http://WWW.NORMAN.K12.OK.US)

131 S. FLOOD AVENUE • NORMAN, OKLAHOMA 73069

# DHS Child Abuse Hotline

## 1-800-522-3511

### **ALWAYS notify DHS of the following circumstances:**

- Disclosure of inappropriate touching
- Disclosure of physical violence
- Suspected neglect
- Drug possession, manufacturing or use with children residing in home
- Exposure to repeat or severe domestic violence
- Repeated runaways and/or truant children
- Intoxication in children

# Oklahoma Bureau of Narcotics and Dangerous Drugs Control Hotline

## 1-800-522-8031

Law requires that suspected child trafficking is to be reported to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control hotline and then to your immediate supervisor. A child has been trafficked if he/she has been moved within a country, or across borders, by force or by not, and that someone has organized this movement of the child with the immediate or ultimate aim to exploit him/her. This could involve a transaction where someone receives payment or a benefit to agree to a child being exploited.

SITUATION	REQUIRED ACTIONS
<ul style="list-style-type: none"> <li>• An <b>imminent threat</b> to the health, safety and welfare of a child exists</li> </ul>	<ul style="list-style-type: none"> <li>• The employee should call <b>911</b>, then call the DHS Hotline, <b>1-800-522-3511</b>, and then inform his/her immediate Supervisor</li> </ul>
<ul style="list-style-type: none"> <li>• A reason to believe a child is the victim of sexual abuse, physical abuse or neglect</li> </ul>	<ul style="list-style-type: none"> <li>• Promptly report the circumstances to the DHS Hotline, <b>1-800-522-3511</b>, and when applicable the OBNDCC Hotline, <b>1-800-522-8031</b></li> <li>• Inform immediate Supervisor</li> <li>• Contact the Norman Police Department Non-emergency line: <b>405-321-1444</b></li> </ul>

## After DHS Report Has Been Made By School Personnel

- Reassure the child you will help them be safe.
- **CAUTION** — Once the child has reported an incident, DO NOT continue to investigate or further question.
- The child should not repeat the report again until DHS or Norman Police are involved.
- Parental contact will be made by DHS or Norman Police.
- The Norman Public Schools' Child Abuse Report Form must be completed.
- The Principal, Counselor, or immediate Supervisor will send the completed form to the NPS Director of Guidance and Counseling, **573-3511**.

# What to Expect

## WHEN CONTACTING DHS

- Expect 20-30 minutes for the referral process.
- Be prepared to answer questions regarding the name and other identification of the child/family as well as the circumstances.
- Have Infinite Campus information ready.
- Write a referral number to include on the Child Abuse Reporting Form.

## WHEN DHS ARRIVES

- The DHS worker must provide identification and sign in.
- The DHS worker will fill out the Child Abuse Investigation Form.
- A confidential setting should be provided.
- **NO** NPS employee should be in the interview unless requested by the DHS worker.
- The DHS worker or Norman Police will determine what actions will be taken. Law enforcement officials are the only entities who can place a child in protective custody.
- If DHS arrives to investigate an outside referral, NPS employees will follow the same guidelines as outlined above.

### REMINDER:

As an employee you will hold all confidential information of which you have knowledge in the truest confidence, as required by law.