

# Network of Oregon Watershed Councils

## Mandatory Reporting Process

2025



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## MANDATORY REPORTING – SUSPECTED CHILD ABUSE PROCESS

### Policy and Process

In accordance with Oregon’s Reporting of Child Abuse Law, the ORGANIZATION NAME has developed program policy and procedures for reporting suspected child abuse and neglect.

It is our responsibility to report based upon information in any and all instances of suspected non-accidental injury, neglect, sexual abuse and cruelty imposed on a child by their parents, and/or guardians, ORGANIZATION NAME staff or others, and in the suspected instance where a child is deprived of his/her right to conditions of minimal nurture, health and safety.

To view the DHS Mandatory Reporting video, that outlines the responsibilities and process please go to this link:

<https://www.oregon.gov/odhs/report-abuse/Pages/mandatory-reporting.aspx>

This 30-minute training video describes the role of mandatory reporters in reporting suspected abuse. It includes recognizing and understanding the signs of child abuse and neglect, as well as the roles implicit bias and structural racism can play when reporting abuse.

### REPORTING PROCEDURE

All ORGANIZATION NAME employees will immediately report any suspected sign of child abuse or neglect. The person suspecting the abuse will report immediately to the Executive Director and ask for assistance, if needed. (The purpose is to confer on concern, not for approval to report.) In the event the Executive Director is the alleged perpetrator, the verbal report is directed to the ORGANIZATION NAME Board Chair.

The person suspecting the abuse will make the report to the Suspected Child Abuse Hotline **855-503-SAFE (7233)**.

The Executive Director must notify and inform the ORGANIZATION NAME Board Chair of the suspected child abuse and/or neglect report.

DO NOT INTERVIEW THE CHILD – LEAVE THAT TO DHS. HOWEVER, IT IS IMPORTANT THAT YOU LISTEN VERY CAREFULLY TO THE CHILD.

Verbal reports will be made to the Suspected Child Abuse Hotline **855-503-SAFE (7233)**.

The ORGANIZATION NAME Suspected Child Abuse verbal report may include:

Name of the class or location of the program and date.

Name of the child, address, birth date and sex.

Name of the parent, custodian or guardian.

Nature and extent of alleged abuse.

Any concerns regarding previous injuries.

Complete form as indicated.

### **CONFIDENTIALITY**

Information obtained and/or shared by ORGANIZATION NAME and DHS personnel in meetings when discussing the details of the suspected abuse shall remain confidential.

If a case of suspected child abuse or neglect has been reported, do not tell the parents that a report has been made. Employees shall not discuss any details of the suspected abuse to a party not entitled to the information; disclosure or discussion of any details of suspected abuse to a party not entitled to the information and may be cause for discipline or in some cases separation from the organization.

All forms relating to the reporting of an abuse or neglect incident will be stamped “CONFIDENTIAL” by the Executive Director. If a child is in immediate danger and you notice that the parent shows abnormal behavior, the employee is not to confront the parent, but is to immediately report to the Executive Director and ask for assistance, if needed. (The purpose is to confer on concern, not for approval to report.)

### **EMPLOYEE ORIENTATION**

The ORGANIZATION NAME Suspected Child Abuse and Neglect Reporting Procedure will be reviewed with all employees prior to assuming work duties and no later than the second day of employment.

Upon completion of the ORGANIZATION NAME Suspected Child Abuse and Neglect Reporting Procedure and watching the DHS Video, employee is required to sign and date the suspected child abuse reporting procedure form; form will be retained in an employee’s personnel file.

## **WHEN ORGANIZATION NAME STAFF ARE SUSPECTED**

If the Executive Director is informed by staff, law enforcement and/or DHS personnel of an investigation or incident of suspected child abuse that may have occurred at a ORGANIZATION NAME site, by the ORGANIZATION NAME employee, parent volunteer or other children enrolled in an ORGANIZATION NAME program, the Executive Director shall call the Suspected Child Abuse Hotline 855-503-SAFE (7233) and inform the ORGANIZATION NAME Board Chair.

Any ORGANIZATION NAME staff person who observes another ORGANIZATION NAME staff, parent volunteer and/or other children enrolled in an ORGANIZATION NAME program committing any suspected child abuse as defined in this document and DHS video, must follow the appropriate reporting procedures for suspected child abuse and neglect.

In the event the Executive Director is the alleged perpetrator, employee observing the incident must follow the appropriate reporting procedures for suspected child abuse or neglect and will forward the information directly to the ORGANIZATION NAME Board Chair.

## **DISCIPLINARY ACTION**

When an ORGANIZATION NAME staff person is observed and accused of violating the ORGANIZATION NAME Suspected Child Abuse and Neglect Policy and Discipline Practices, that staff person will be removed from his/her position and suspended with pay. Removal shall be verified by written correspondence. A staff person accused of child abuse shall be reinstated upon a determination by DHS or the investigative law enforcement entity that the alleged abuse has no supportable factual basis.

In the event where the situation clearly demonstrates a clear and evident case of child abuse or neglect as founded by DHS, the situation will be reviewed and may be investigated by the ORGANIZATION, the employee may be subject to discipline up to and including termination from employment.

## **STAFF TRAINING**

Employee and volunteer orientation and ongoing training will be provided on identification and reporting of child abuse and neglect. Staff will be made aware of their legal responsibilities, ORGANIZATION NAME program policy and procedures, community resources and any other pertinent information. Training materials from other contact agencies will be incorporated into the training program.

**ORGANIZATION NAME  
SUSPECTED CHILD ABUSE & NEGLECT POLICY**

ORGANIZATION NAME values the participation and contribution of staff, partners, consultants, and volunteers. All staff members, partners, consultants, and volunteers are asked to sign this statement as acknowledgement of having received a copy of and read the Suspected Child Abuse and Neglect Policy, and understand their responsibilities.

Employee Signature

Date

Employee Name (Printed)

When you have signed this statement, Supervisor will make a copy for you and place the original signed copy in your employee Personnel File.