



POLICY

Effective Date: 08/21/2025

Child Abuse & Neglect

Mandated Reporting (Abuse or Neglect)

Kids Central is committed to responding to all suspected or known cases of child abuse or sexual abuse, regardless of whether the incident occurs within or outside of the program. Every individual affiliated with the agency is required to report suspected child abuse or neglect in accordance with applicable state and local laws.

Procedures

Kids Central, Inc. staff, as mandated reporters, are required to report suspected child abuse or neglect to the local department of social services or the Virginia Department of Social Services child abuse and neglect hotline.

Reports must be made "as soon as practicable," but no later than **24 hours** after the reporter has reason to suspect abuse or neglect.

Complete the **Suspected Child Abuse or Neglect Reporting Form** when a staff member is reporting suspected child abuse/neglect of any enrolled child. This form should be completed and immediately sent to the reporting staff members supervisor once a report has been made. **Applicable documentation should also be noted on the Daily Health Observation form.**

Examples of Mandated Reportable Incidents:

- Unauthorized release of a child
- Physical or corporal punishment
- Sexually inappropriate behavior
- Emotionally abusive behavior



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- Neglectful behavior

These reports may involve anyone who interacts with children while in our care, including staff, volunteers, or service providers (e.g., OT, PT).

- All staff members will preserve the confidentiality of records about child abuse & neglect.
- No staff member shall undertake, on their own, to treat cases of child abuse and neglect.
- Each employee will cooperate fully with child protective services.
- Kids Central will make every effort to retain the child allegedly abused or neglected in the program.
- Incidents involving staff members must be reported to the Office of Head Start as well as the appropriate licensing agent.
- In cases where a staff member is under investigation for child abuse and/or neglect, the senior management team will assess and determine appropriate placement or status, which may involve reassignment, suspension, or termination of employment.