

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-12 Title: Child Abuse Section: Program Design and Management	Approval Date: 5/8/2025 Procedure Revision Date: Most Recent Board Review: 5/8/2025 PC Approval Date: 10/17/2024
Forms Required: Child Abuse Report Form , Health and Safety Incident Reporting Form	
Performance Standards: 1302.47(5)(i), 1303.22 (5)(8), 1303.24	Page 1 of 3

Policy: Oregon State Statute 419B.005 states that all individuals working in settings which provide care and education to children are required to report child abuse. **All NeighborImpact Head Start & Early Head Start employees are mandated by this law to report actual or suspected child abuse.**

Purpose: Staff who have an on-going relationship with families and are in families' homes on a regular basis need support concerning the issue of identifying and reporting suspected child abuse and neglect.

Definitions

Physical Abuse:

Any physical injury to a child, which has been caused by other than accidental means, including an injury which appears to be at variance with the explanation given of the injury. Non-accidental physical injuries may appear as bruises, burns, fractures, bites, cuts, sprains, internal injuries, auditory, dental, and ocular or brain damage.

Indicators:

- Bruises and welts on face, lips, mouth, torso, back, buttocks, or thighs or various stages of healing.
- Bruises and welts reflecting shape of article used.
- Immersion burns (sock-like, glove like, doughnut shaped on buttocks or genitalia).
- Burns patterned--like electric element, iron or utensil
- Rope burns on arms, legs, neck or torso
- Lacerations to mouth, lips, gums, eyes, or external genitalia
- Fractures on skull, nose, or facial structure in various stages of healing; multiple or spiral fractures.

Neglect:

Neglect is negligent treatment of a child which causes actual harm or substantial risk of harm to a child's health, welfare, and safety. Not being adequately fed, clothed, or bathed.

Adequate medical care is lacking. The child does not receive supervision necessary to his/her level of development:

Indicators:

- Consistent hunger, poor hygiene or inappropriate dress
- Consistent lack of supervision
- Unattended physical/emotional problems or medical needs
- Constant fatigue, listlessness or falling asleep in class

Sexual:

Sexual abuse is any incident of sexual contact including but not limited to rape, sodomy, incest, and sexual penetration with a foreign object. Contacts between a child and an adult when the child is being used for sexual stimulation of that adult or another person. Sexual abuse may also be committed by a person under the age of 18, when that person is either significantly older than the victim or when the abuser is in a position of power or control over another child.

Indicators:

- Difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Pain or itching in genital area
- Bruises, bleeding or infection in external genitalia, vaginal or anal areas
- Venereal disease
- Fear of a person or an intense dislike at being left with someone
- Unusual interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of that age

Procedure:

Reporting:

The Inclusion Services Manager is the Central Manager for all child abuse and neglect activities, including training, reporting and follow-up procedures. If a mandatory reporter suspects child abuse, he/she is required to make a report at time of finding abuse or disclosure of abuse. Information that will be asked for when making a report includes: the names and addresses of the child and parent; the child's age and birth date; the type and extent of abuse, as well as any previous evidence of abuse; the explanation given for the abuse; and any other information which will help establish the cause of abuse or identify the abuser. (Please refer to program policies as applicable.)

- A. If children are in immediate danger or require immediate medical attention:
 1. Follow standard procedures for any medical emergency call 911.
 - a. Contact local police and make a report immediately. Abuse reporting forms can be found in Teams located in the forms folder under Child Abuse and Neglect Report Form
 2. Complete the Child Abuse and Neglect Report form:
 - a. Scan the report and email to rscan@neighborimpact.org (include the child's ChildPlus #) within 12 hours of making the report
 - b. Shred report after email confirmation from RRCAN that the report has been received
- B. If children are not in immediate danger or do not require immediate medical attention:
 - a. Contact DHS Child Welfare and make a report immediately if you have questions or concerns call the Inclusion Services Manager.
 - b. Do not undress children to look for additional injuries.
 - c. Do not photograph children even at the request of DHS

d. Complete the Child Abuse and Neglect Report form:

e. Scan the report and email to rccan@neighborimpact.org (include the child's ChildPlus #) within 12 hours of making the report

f. Shred report after email confirmation from RRCAN that the report has been received

C. If behavioral or physical observations lead you to suspect abuse or neglect:

1. Complete the Child Abuse and Neglect Report form

2. If needed discuss your observation with the Site Coordinator or the Inclusion Services Manager.

3. If you are unsure abuse has occurred, call 541-693-2854 and make the report. DHS will determine follow up if needed.

4. Complete the Child Abuse and Neglect Report form:

a. Scan the report and email to rccan@neighborimpact.org (include the child's ChildPlus #) within 12 hours of making the report

b. Shred report after email confirmation from RRCAN that the report has been received

Suspected Abuse by Staff or Volunteers:

1. In the event that a staff member or volunteer is suspected of an act of abuse or neglect, report to the Site Coordinator, Regional Coordinator, HS/EHS Manager, or Director immediately.
2. It is important to remember that staff should not investigate accusations of child abuse or neglect.
3. As mandated reporters, all NI staff are required to report any suspected abuse using the Child Abuse and Neglect Report Form.
4. All Health and Safety Incidents (suspected abuse by staff or volunteer) are also reported using the Health and Safety Incident Report Form.
5. The Director and HR Director will take appropriate action according to the personnel policy.
6. Refer to the Health & Safety Incident Reporting Policy and Procedure for reporting timelines and steps to follow.

Training for Staff:

NeighborImpact will provide training for staff and volunteers on:

1. The reporting and identification of abuse and neglect.
2. The policies and procedures of NeighborImpact Head Start & EHS and in Oregon State Law
3. Prevention of child abuse and neglect to include local resources available for families to learn appropriate discipline techniques and support for families in crisis
4. Healthy and Safety Incidents Reporting Policy and Procedure

Training for Parents:

NeighborImpact Head Start will provide orientation and training for parents on:

1. The need to prevent abuse and neglect and to provide protection for children.

2. The policies and procedures of NeighborImpact Head Start & EHS and in Oregon State Law.
3. Appropriate means of managing child behaviors.
4. In addition, through home visits, classroom contact and workshops, parents will be provided with a supportive and instructional means of:
 - a. Discussing child rearing practices as relates to their individual child.
 - b. Obtaining information about the needs of children.
 - c. Obtaining information about available resources to aid in family problems.

Confidentiality:

All records related to suspected child abuse or neglect will be kept in locked files. Persons wishing to review the records will need to follow the NeighborImpact Head Start & EHS Confidentiality Policy and Procedures. As stated in the NeighborImpact Head Start & EHS Confidentiality Policy, all child and family records are confidential material and will not be shared with outside agencies, with the exception of Child Abuse reporting and court ordered subpoenas.