

CLARK ATLANTA UNIVERSITY

9.1.34 MANDATED REPORTING OF ABUSE OR NEGLECT OF A CHILD, ELDER PERSON, OR DISABLED ADULT



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE Mandated Reporting of Abuse or Neglect of a Child, Elder Person or Disabled Adult	Subject: State regulations regarding mandated reporting of suspected abuse or neglect of children, elder person or disabled adult	
Department: Human Resources Public Safety	Review/Revise Date: 06/04/2020	Issued By: Chief People Officer
	Effective Date: 06/30/2020	
Distribution: All Faculty and Staff	Required Approval: University President	No. of Pages: 5
Signature of Approver: Original signed by George T. French, Jr., Ph.D. Date: 06/30/2020		

Table of Contents	Page
1.0 Policy Statement.....	1
2.0 Policy.....	1
3.0 Procedure Narrative.....	1
3.1 Mandated Reporters.....	1
3.2 Non-Mandated Reporters	2
3.3 Manner of Reporting.....	2
3.4 Contents of Report.....	2
3.5 Reporting Requirements for Licensed Professionals	2
4.0 Entities Affected by this Policy.....	2
5.0 Definitions.....	3
Appendix A: Mandated Reporter Form.....	4

1.0 Policy Statement

Clark Atlanta University is aligned with Georgia state law in its commitment to providing for the protection and safety of children, elder persons and disabled adults by requiring and facilitating mechanisms for the prompt reporting of suspected abuse or neglect of such persons. This policy is intended to designate those individuals who are required to report suspected child abuse and abuse of elder persons and disabled adults, as described in state law, and outline reporting procedures.

2.0 Policy

The University requires employees, students and volunteers (when applicable) it has designated as Mandated Reporters to report suspected child abuse or abuse of an elder person or disabled adult. The University also requires all other employees (as well as volunteers, when applicable) to immediately notify Mandated Reporters of suspected child abuse or abuse of an elder person or disabled adult. All University employees and volunteers, regardless of whether they are designated Mandated Reporters, must understand what they are required to report, when it must be reported, and to whom it should be reported. A failure to report suspected child abuse or abuse of an elder person or disabled adult is a violation of state law and University policy and may subject the individual to criminal penalties.

3.0 Procedure Narrative

Mandated Reporters:

All Mandated Reporters who have reasonable cause to believe that suspected child abuse or abuse of an elder person or disabled adult has occurred **must** report such abuse to **ALL** of the following entities immediately (**but in no case later than 24 hours**):

If concerning a child:

- University Office of Human Resources.
- University Department of Public Safety; and
- Georgia Division of Family and Children Services' Child Protective Services (CPS)/1-855-GACHILD (1-855-422-4453)

If concerning an elder person or a disabled adult:

- University Office of Human Resources;
- University Department of Public Safety; and
- Georgia Division of Aging Services' Adult Protective Services (APS)/1-866-55AGING (1-866-552-4464)

Any person who attends to a child as part of his or her duties as an employee or volunteer at the University **must** notify his or supervisor or a Mandated Reporter if he or she has reasonable cause to believe that suspected child abuse has occurred.

3.2 Non-Mandated Reporters:

Any other University employee who has reasonable cause to believe that suspected child abuse or abuse of an elder person or disabled adult has occurred but who is not a Mandated Reporter as defined in this policy **may** report such abuse to a Mandated Reporter and is strongly encouraged to do so.

3.3 Manner of Reporting:

All reports may be made by oral communication (via phone or in person) or a written report by electronic submission (or facsimile), and must be made, no matter the method of communication, no later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. All oral reports received by a Mandated Reporter should be documented in writing by the Mandated Reporter no later than 48 hours after receiving the oral report. A Mandated Reporter who receives an oral or written report is prohibited from exercising any control, restraint or modification to the information received in the report other than to submit it to the proper authorities as required in this policy.

3.4 Contents of Report:

All reports should contain as much information as possible, and at a minimum include the following information or items:

- The name, age and address of the child, elder person or disabled adult;
- The name(s) of the parents or caretakers of the child, elder person or disabled adult, if known;
- The nature and extent of the child's, elder person's or disabled adult's injuries (including any evidence of prior injuries);
- Photographs of a child's injuries to be used as documentation in support of allegations. (NOTE: State law permits these photographs to be taken without the permission of the child's parent or guardian in these circumstances); and
- Any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator.

3.5 Reporting Requirements for Licensed Professionals:

Professional licensing associations may require additional reporting requirements for certain professions (e.g., teachers, social workers, childcare providers). This policy is not intended to replace or supersede those requirements. University employees, volunteers, and students holding such designations are encouraged to consult their professional licensing associations for more information.

4.0 Entities Affected By This Policy

All University employees, students and volunteers (when applicable).

5.0 Definitions

“Child” – A person under the age of 18.

“Child Abuse” - For the purpose of this policy, child abuse is defined as:

- a. Physical injury or death inflicted upon a child by a parent or caretaker that is not classified as accidental;
- b. Neglect or exploitation of a child by a parent or caretaker;
- c. Endangering a child;
- d. Sexual abuse of a child; or
- e. Sexual exploitation of a child

“Elder Person” – A person 65 years of age or older who is not receiving treatment or care in a long-term facility.

“Disabled Adult” – A person 18 years of age or older who is not receiving treatment or care in a long-term facility but who is mentally or physically incapacitated, has Alzheimer’s disease (as defined in O.C.G.A. § 31-8-180) or has dementia (as defined in O.C.G.A. 16-5-100).

“Mandated Reporter” - Any person who falls in one or more of the following categories:

- Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
- Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 26 of Title 43 or nurse's aides;
- Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;
- University faculty and instructors (regardless of rank or tenure status);
- University administrators;
- University counselors, visiting teachers, University social workers, or University psychologists certified pursuant to Chapter 2 of Title 20;
- Law enforcement personnel;
- Clergy; or
- Physical and occupational therapists.

Other categories of Mandated Reporters who may not be associated with the University include day-care personnel; employees of a public or private agency engaged in professional health related services to elder persons or disabled adults; coroners and medical examiners; emergency medical services personnel; any person who has been certified as an emergency medical technician, cardiac technician, paramedic, or first responder; physicians licensed to practice medicine, physician assistants, interns, or residents; hospital or medical personnel; dentists; podiatrists; child welfare agency personnel; child-counseling personnel; child service organization personnel; and reproductive health care facility or pregnancy resource center personnel and volunteers.

MANDATED REPORTER FORM

Clark Atlanta University is aligned with Georgia state law in its commitment to providing for the protection and safety of children, elder persons and disabled adults by requiring and facilitating mechanisms for the prompt reporting of suspected abuse or neglect of such persons. The University requires employees, students and volunteers (when applicable) it has designated as Mandated Reporters to report suspected child abuse or abuse of an elder person or disabled adult. Please use this form to submit your report to the Office of Human Resources or the Chief of Public Safety

REPORTER INFORMATION**Date:****Name:****Job Title:****Phone Number:****University Email Address:****Signature:****CHILD/ELDER/DISABLED ADULT****Name of Abused individual:****Age:****Address:****CAREGIVER INFORMATION:****Name of Primary Caregiver:****Address:****Phone Number:**

INFORMATION ABOUT SUSPECTED ABUSE

In this section, indicate the date, time and place of the suspected abuse; the nature, extent and cause of the suspected abuse; the person(s) thought to be responsible for the suspected abuse; evidence of previous abuse and other pertinent information needed to conduct the assessment.

Reporter Name:

Name of Abused individual:

INFORMATION ABOUT SUSPECTED ABUSE

Do you have any photographs or additional relevant information regarding suspected abuse?