###### NMCAA logo

###### Staff and Volunteer Mandated Reporting Policy

**Mandated Reporter Policy and Procedures:**

All NMCAA child care staff, Child Care Collaborative Center employees, and volunteers (including minors) of child care centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children’s Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate report must be made to Centralized Intake by calling or filing an online report. A verbal report must be followed by a written report. The written report must be submitted within 72 hours. Complete the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The reporting person shall notify the person in charge of his or her finding and that the report has been made, and shall make a copy of the written report or electronic report available to their supervisor and subsequent administrators. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

* When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If an employee/volunteer or child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to Licensing and Regulatory Affairs or CPS. **The center employee/volunteer or child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to Licensing and Regulatory Affairs or CPS, or during the investigation.** A discussion will be held between the Manager and Director regarding further action
  + Licensing will be notified when:
    - An incident involving an allegation of inappropriate contact occurs at the center.
    - The Child Care Licensing telephone number for our entire service region is toll free 1-866-856-0126.
  + Child Protective Services will be notified when:
    - A staff or volunteer suspects a parent or other individual has abused or neglected a child in our program.
    - To make a report to Child Protection Services contact the Department of Health and Human Services Centralized Intake office at 855-444-3911or make an online report at www.michigan.gov/mandatedreporter. (See Mandated Reporting Online Guidance on [www.nmcaahs.com](http://www.nmcaahs.com))
  + A program must submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting… program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:
  + Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
  + The ISD and a GSRP Consultant must be notified within 24 hours of a special investigation being initiated by Licensing and Regulatory Affairs for GSRP funded programs.
* Child Protection Law and Mandated Reporting Training takes place during the Annual Pre-service Orientation and Training:
  + Topics addressed include the Child Protection Law, mandated reporter informational guides, telephone/online reporting guidance, resources on nmcaahs.com, and training videos on michigan.gov. Per Child Protective Services, do not contact the family when reporting suspected child abuse or neglect.
    - Staff and volunteers will learn what to expect from DHHS after a report has been made:
      * If the complaint is not assigned for investigation, notification will be mailed from Centralized Intake within 5 business days of the rejection of the complaint.
      * If assigned for investigation, notification of the disposition of the investigation will be mailed by the assigned CPS investigator within 10 business days of the completion of the investigation.
    - Staff and volunteers will learn how to answer questions from those who have been reported:
      * If necessary, remind individuals that child care providers are mandated reporters.
      * Seek further guidance from your supervisor.

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* + - Staff will learn how to continue supporting families:
      * Staff will have ongoing training and exposure to the strength-based and trauma sensitive family partnership practices, curricula and resources used by the program.
      * Home visiting staff and supervising staff have reflective practice available.
      * Mental Health Consultants and the Mental Health & PFCE Manager are available to reflect upon current practices and relationships with families to individualize planning for all involved.
  + Individuals are encouraged to attend state and local mandatory reporter training opportunities as they are offered.

* NMCAA Child and Family Development programs will cooperate fully with Licensing and Regulatory Affairs and Child Protective Service agencies in their community. NMCAA Child and Family Development programs will make every effort to retain children allegedly abused or neglected; recognizing that participation in our programs may be essential in assisting families with abuse or neglect problems.

**My signature below certifies that:**

* I am aware that abuse and neglect of children is against the law.
* I have been informed of the program’s policies on the Child Protection Law, Mandated Reporting, and child/abuse neglect.
* I am aware that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children’s protective services.

**Additional acknowledgement for a volunteer:**

* I am aware that volunteers, including parents, shall receive a Public Sex Offender Registry (PSOR) Clearance before having any contact with a child in care.
* Any individual who is registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in care.
* A copy of this clearance must be kept on file at the center.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original: Sent to Supervisor for signature then staff forms sent to HR Dept. Copy: Kept in Employee/Volunteer Center File

References: HSPPS 1302.92 b 2 (1), 1302.94 (4),1302.102 d (3), Licensing R400.8125, Child Protection Law 722.623

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