###### NMCAA logo

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

**Mandated Reporter Policy and Procedures:**

Child and Family Development staff, childcare collaborative center staff, and center volunteers (including minors) are mandated reporters. Under the Child Protection Law, staff and volunteers must contact Child 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 or the next person in the line of supervision (Supervisor/Coordinator, Manager, etc.) of his or her finding and that the report has been made. The reporting person shall also make a copy of the written report or electronic report available to their supervisor and/or subsequent administrators. Reporting the situation to administration or another staff person does not relieve the employee or volunteer of their mandated responsibility to report to CPS.

* When child abuse and/or neglect is suspected, the staff or volunteer needs to only obtain enough information to make a report. If a child or adult starts disclosing information regarding abuse and/or neglect, the staff/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 staff/volunteer must not lead the child or adult during the conversation. The staff/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/or Director regarding further action.
  + The NMCAA Early Childhood Programs Director must submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, to mean without delay, but no later than seven calendar days following any significant incidents affecting health and safety of program participants, program involvement in legal proceedings, or any matter for which notification or a report to state or local authorities is required by applicable law, including at a minimum:
    - Any reports regarding staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
    - Administration staff will refer to the Special Investigations and OHS Reporting form for additional documentation requirements when following up with the Office of Head Start.
  + The ISD/GSRP consultant must be notified within 24 hours of a special investigation being initiated by Licensing and Regulatory Affairs for GSRP funded programs.
  + **For childcare collaborative center staff ONLY:** Regarding child abuse and neglect, the Collaborative and EHS Center-based Manager must be notified within 12 hours of submitting a BCAL-4605 to Licensing and Regulatory Affairs, or when a special investigation is initiated by Licensing and Regulatory Affairs.

* + Licensing will be notified with 24 hrs. by phone, fax or email when:
    - A child is lost or left unsupervised, or an incident involving an allegation of inappropriate contact occurs at the center. And a BCAL-4605 report will be submitted within 72 hrs.
    - The Child Care Licensing telephone number for our entire service region is 1-866-856-0126.
  + Child Protective Services will be notified when:
    - Staff/volunteer suspects that a child has experienced abuse or neglect.
    - To make a report and/or access mandated reporting guidance, contact Child Protective Services at the Department of Health and Human Services Centralized Intake office at

1-855-444-3911 or make an online report at <https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/mandated-reporters>.

* + Report of Actual or Suspected Child Abuse or Neglect-3200 Report Storage:
    - Store separately from the child’s file in a locked filing cabinet.
    - All 3200 reports are kept in a Confidential File for Child Protective Services Reports ONLY.
    - See the Program Drop Files document for children exiting or completing the program.
* 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 resources, guidance, and training videos on michigan.gov.
  + Individuals are encouraged to attend state and local mandatory reporter training opportunities as they are offered.
  + Per Child Protective Services, do not contact the family when reporting suspected child abuse or neglect.
    - If approached by an individual who suspects being reported to CPS, staff and volunteers will remind the individual of the mandated reporter requirements for childcare providers and seek further guidance from a supervisor.
  + Staff and families will be supported through this process:
    - 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 everyone involved.
    - The Employee Assistance Program (EAP) is available to all staff. Call 1-800-779-0449. <https://www.nmcaahr.com/eap-resources.html>
    - Other staff wellness support resources can be found at [Staff Wellness - NMCAA HEAD START (nmcaahs.com)](https://www.nmcaahs.com/staff-wellness.html)

* Child and Family Development staff, childcare collaborative center staff, and center volunteers (including minors) will cooperate with Licensing and Regulatory Affairs and Child Protective Services agencies.
* In recognizing that participation in our programs may be essential in supporting families, staff will make every effort to retain children and families impacted by this process.

**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 Child 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.
* See the Volunteer Screening and Supervision Policy and/or the Staff and Volunteer Required Paperwork chart for additional information.

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

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

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

**Distribution:** Original: To HR dept. once signed by Supervisor. Copy: Keep in Employee/Volunteer Center File

References: HSPPS 1302.92 b 2 (1), 1302.94 (4),1302.102 d (3), Licensing R400.8125, R400.8158 Child Protection Law 722.623

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