



Engage 360 – Extended Learning Program

CHILD ABUSE REPORTING PROCEDURES

Action Steps	Timeline	Responsibility
IN CASE OF SUSPECTED CHILD ABUSE:		
1. Instructional Providers notify their SC if they are the first person made aware. Site Coordinator notify their site Administration if they are the first person made aware.	Immediately	Instructional Provider/Site Coordinator
2. Site Coordinators notify their site Administrator if they are on campus to keep them informed.	Immediately	Site Coordinator
3. SCs notify their District Coordinator: <ul style="list-style-type: none"> • Michael Baker (657) 600-5500 or • Jimmy Bruhl (657) 600-5501 	Immediately	Site Coordinator
4. SC prints out Aeries Demographic Page of the student to have the information on hand for the phone call to Child Abuse Registry (CAR) or for School Police.	Immediately	Site Coordinator
5. If Site Coordinator feels the child is in imminent danger or is at risk being released home, call School Police: (714) 558-5535.	Immediately if needed	Site Coordinator
6. Staff member (IP or SC) <i>that is made first aware</i> of the possibility of abuse must call the Orange County Child Abuse Registry Hotline. <i>Make sure to take down the name of the Agent in case the call gets dropped.</i>	Immediately	Instructional Provider/Site Coordinator
Orange County Child Abuse Registry 714-940-1000 or 800-207-4464 AVAILABLE 24 HOURS A DAY		
7. If Child Abuse Registry requires a Follow Up Report Form, the staff member that made the call fills it out and faxes it to: 714-938-0289 or 714-938-0293 Make the report attention to the agent that took the call.	Immediately	Instructional Provider/Site Coordinator
8. Site Coordinator emails a timeline summary of the incident to the site Administrator and District Coordinator. Also scan and attach a copy of the Follow Up Report Form if it was required.	Immediately	Site Coordinator