



# **A Guide for School Employees to Recognize and Report Child Abuse**

## **You Suspect a Child May be Abused or Neglected.**

As a teacher or other public or private school employee who has daily contact with children, you are in a key position to recognize indicators of possible child abuse or neglect.

## **Public and Private School Employees are Required to Report Suspected Child Abuse or Neglect.**

The Code of Virginia requires teachers or other school employees when acting in their professional role to immediately report suspected child abuse or neglect that may have happened within the school setting AND outside the school setting.

School employees are immune from civil and criminal liability when they make a report of suspected child abuse or neglect in good faith.

## **How Do I Report Suspected Child Abuse or Neglect?**

School employees can make the report directly to the local department of social services or the Child Abuse and Neglect Hotline. The Code of Virginia does permit school employees to notify the person in charge at his school or that person's designee of the suspected child abuse or neglect who shall make the report forthwith.

Ask your administrator what the procedures are at your school to report suspected child abuse or neglect.

## **What Happens After the Report is Made?**

If your report meets the criteria for a CPS response, the local department of social services will conduct an investigation or family assessment. If needed, there will be a safety and services plan developed with the family.

**1-800-552-7096**  
**Child Abuse and Neglect Hotline**  
**Seven days a week, 24 hours a day**

For additional information, prevention materials and/or in-service training, contact your local department of social services or the Virginia Department of Social Services at:

[www.dss.virginia.gov](http://www.dss.virginia.gov)