

SUSPECTED CHILD ABUSE REPORTING INSTRUCTIONS

As stated in the California Penal Code, Section 11164-11174.3, “Mandated reporters shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically submit a written follow-up report thereof within 36 hours of receiving the information concerning the incident.”

Instructions for filing a Suspected Child Abuse Report

1. Call the Child Abuse Hotline first (800-344-6000 or 858-560-2191) to make a **verbal report**. Be sure to get the name of the hotline worker. Must follow up the verbal report with a written report via **one** of these options: **mail, fax or electronically (web based)**.
2. The appropriate form for the follow-up report is **DOJ SS 8572** if submitting it by mail or fax. This form is available in a fillable format in the district’s Nursing and Wellness website in the Forms section. You may print the form and handwrite the information; or you may save the template to your computer and type directly into the boxes. To move from one box to another, press the tab key. Print report. **DO NOT SAVE A COMPLETED REPORT ON YOUR COMPUTER.** To submit an electronic report, the Hotline Staff emails you a link to access the report once you register with them.
3. Complete every space on the SS 8572 form. If you do not know certain requested information, write “unknown.” Type or print legibly in black ink to avoid a callback.

“Narrative” - Give detailed information. If you have additional information beyond what you have given by phone, indicate this on the written report. If necessary, continue your narrative on an additional sheet of paper, identifying the minor and indicating it is page 2 of the referral.

DISTRIBUTION OF FAX OR ELECTRONIC SS8572 FORM AFTER PHONE REPORT:

Note: the fax machines are only available from 8:00 a.m. until 5:00 p.m., Monday through Friday.

1. Fax form to SD Child Abuse Hotline (858-467-0412); or submit form electronically (web based) and print copy when done. The Hotline will cross-reference with SD Police.
2. You may place the original in a sealed envelope and keep in a confidential locked file in the principal’s office. Record on the envelope: the name of the person to whom the phone report was made, date and time of the report.

OR

DISTRIBUTION OF WRITTEN SS8572 FORM AFTER PHONE REPORT:

1. Original to SD Child Abuse Hotline, 8911 Balboa Ave., San Diego, CA 92123
2. Send a copy to SD Police Department, (MS) 719, Child Abuse Team, 1401 Broadway, SD, CA 92101
3. You may place a copy in a sealed envelope and keep in a confidential locked file in the principal’s office. Record on the envelope: the name of the person to whom the phone report was made, date and time of the report.

NOTE: You no longer need to send a copy to Nursing & Wellness or Health Services. Suspected Child Abuse Reports are never placed in the student’s cumulative record or documented in the student’s health record.

Ethnicity Codes:

1. Alaskan Native	7. Central American	13. Hispanic	19. Other Asian	26. White
2. American Indian	8. Chinese	14. Hmong	21. Other Pacific Islander	27. White-Armenian
3. Asian Indian	9. Ethiopian	15. Japanese	22. Polynesian	28. White-Central American
4. Black	10. Filipino	16. Korean	23. Samoan	29. White-European
5. Cambodian	11. Guamanian	17. Laotian	24. South American	30. White-Middle Eastern
6. Caribbean	12. Hawaiian	18. Mexican	25. Vietnamese	31. White-Romanian

REPORTING RESPONSIBILITIES

1. No child care custodian or health practitioner reporting a suspected instance of child abuse in good faith shall be civilly or criminally liable for any report required or authorized by this article (California Penal Code Article 2.5). Any other person reporting an instance of child abuse shall not incur civil or criminal liability as a result of any report authorized by this section unless it can be proved that a false report was made and the person knew or should have known that the report was false.
2. Any child care custodian, health practitioner, or employee of the child protective agency (CPS) who has knowledge of or has observed a child in his or her professional capacity or within the scope of his other employment whom he or she reasonably suspects has been the victim of child abuse shall report such suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report or fax report there of within 36 hours of receiving the information concerning the incident.
3. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or its emotional well-being is endangered in any other way, may report such suspected instances of child abuse to a child protective agency. Infliction of willful and unjustifiable mental suffering must be reported.

DEFINITIONS

1. "Child care custodian" means a teacher, administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school; an administrator of a public or private day camp; a licensee, and administrator, or an employee of a community care facility licensed to care for children; head start teacher, a licensing worker or licensing evaluator, public assistance worker; an employee of a child care institution including, but not limited to foster parents, group home personnel and personnel or residential care facilities; a social worker or a probation officer or any person who is an administrator or presenter or, or a counselor in, a child abuse presentation program in any public or private school.
2. "Health practitioner" means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, marriage, family, and child counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 49803 of the Business and Professions Code and unlicensed marriage, family and child counselor intern registered under Section 4980.44 of the Business and Professions Code, a state or county public health employee who treats a minor for venereal disease or any other condition, a coroner, or a religious practitioner who diagnoses, examines, or treats children.
3. "Child protective agency" (CPA) means a police or sheriff's department, a county probation department, or a county welfare department.

For more information on the Child Abuse Reporting laws, the link is www.leginfo.ca.gov

- When the site appears, click on "**Accessing California Legislative Information on the Internet.**"
- This will lead the user to the next page with a list of links. Choose the link "**What legislative Information is available**" and then click on the link "**California Codes.**"
- When the next page that says "**California Laws**" appears, select the "**Penal Codes**" section and hit "**Search.**" The user will then see a list of codes with corresponding section numbers on the right hand side (in blue as these are links). The user will need to select "**section number 11164-11174.3**" to read the reporting laws.