



#### **3344-95-04 Reporting child abuse or suspected child abuse.**

If you know or suspect that a child is a victim of child abuse or neglect, you shall act. In deciding whether or not to report an incident or situation of suspected child abuse or neglect, it is not required that the university personnel have proof that abuse has occurred. Any uncertainty in deciding to report suspected abuse shall be resolved in favor of making a report.

- (A) In making a report, your actions shall be as follows:
  - (1) First - immediately report the information to the Cleveland state university police department (“CSU police”), who shall then contact the Cuyahoga county children and family services and the city of Cleveland police department. If a child is in imminent danger, the employee shall contact police at 911 to obtain immediate protection for the child.
  - (2) Second - the non-emergency number for CSU police is (216) 687-2020. A report can also be made directly to Cuyahoga county children and family services at (216) 696-KIDS. If a report is made to this agency, university personnel and volunteers shall also make a report to CSU police or shall contact the office of general counsel for guidance on reporting obligations.
- (B) When making the initial contact with CSU police or Cuyahoga county children and family services, you shall include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, the child’s whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report shall also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.
- (C) Do not delay making a report in order to gather evidence; CSU police and Cuyahoga county children and family services will determine whether such an investigation is warranted. It is acceptable to quickly collect additional information that is readily available (such as talking to co-workers who also interact with that

child) or to verify that the information learned meets criteria for reporting, but this shall be done very promptly. It is better to report without all relevant information than to delay a report to collect information.

- (D) Second, do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lays with the appropriate law enforcement officers and children's services agents.
- (E) Third, in addition to notifying CSU police, within 24-hours after making the report, an employee shall report the information to his/her immediate supervisor. CSU police shall notify university officials of the suspected child abuse and coordinate the investigation with city of Cleveland police and Cuyahoga county children and family services. University officials include the president, vice president for business affairs and finance, general counsel and chief compliance officer. It shall be the responsibility of the general counsel to notify the board of trustees of the incident.
- (F) Further, it shall be the responsibility of CSU police to report the incident to city of Cleveland police and Cuyahoga county children and family services. CSU police shall advise the reporter that such report has been made. CSU police shall be responsible for maintaining all records and reports related to the incident and to brief university officials as needed.

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<b>Policy Name:</b>	child abuse.
<b>Policy Number:</b>	3344-95-04
<b>Replaces:</b>	n/a
<b>Board Approved:</b>	6/26/2013
<b>Resolution:</b>	2013-43
<b>Effective:</b>	1/23/2014
<b>Prior effective dates:</b>	New