

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

REPORTING SUSPECTED CHILD ABUSE

Clarksville-Montgomery County School System (CMCSS) recognizes that state law specifies that every citizen has a duty to report suspected brutality, abuse, neglect, or child sexual abuse. In accordance with Tennessee Code TCA 37-1-403(b), the district has developed its own policy and procedures for reporting suspected cases of abuse or neglect to give employees guidance to ensure that suspected child abuse is reported promptly.

The district requires any employee who suspects abuse that is not severe physical or sexual abuse to report that suspicion directly to the Department of Children’s Services (DCS) AND to the district’s Chief Human Resources Officer or designee. In addition to reporting to DCS, any employee who suspects severe physical or sexual abuse is required to report such suspicions directly to the district’s Chief Human Resources Officer or designee who will notify the appropriate law enforcement agency.

In addition to reporting to DCS, in all cases where the suspected abuser is a CMCSS employee, volunteer, or contracted services provider, district employees will report their suspicions directly to the Chief Human Resources Officer or designee who will notify the appropriate law enforcement agency.

Each employee has an independent duty under state law and this policy to report child abuse. Persons making a report of child sexual abuse or reporting harm or physical abuse of a child are presumed to be acting in good faith and are immune from any liability, civil or criminal, that may be brought in a state court action. Such person’s identity will remain confidential as set forth in the school system’s applicable policies and procedures unless otherwise required by law or court order. Their name will not be released to any person other than DCS and school administrators on a need to know basis as required by state law and that may be needed to “protect the health and safety of the student or other individuals.”

This policy will be reviewed and approved by legal counsel every two (2) years or upon any changes to the policy content. Approval signatures kept on file.

- Associated Documents: [HUM-G001](#) Training Guidelines for Reporting Suspected Child Abuse and Accommodating Related Investigations
[HUM-P014](#) Reporting Suspected Child Abuse Procedure
[HUM-P015](#) Accommodating DCS Investigations Procedure
[HUM-F048](#) Child Protective Services Intake Report
[HUM-F050](#) Department of Children’s Services (DCS) Referral

(TN Code Annotated) TCA-37-1-403 AND 37-1-410

Revision History:

Date:	Rev.	Description of Revision:
11/29/04		Initial Release
7/15/08	A	Clarifies district policy on specific reporting channels for suspicions of severe physical/ sexual abuse.
8/27/12	B	Added statement “This policy will be reviewed and signed off by legal counsel every two (2) years or upon any changes to the policy content.”
6/16/14	C	Deleted example of contracted service provider



Department: Human Resources
Policy Number: HUM-A009
Effective Date: 11/29/04

5/4/15	D	Added TN Code Annotation
2/13/17	E	Added reporting promptly to first paragraph. Added statements regarding reporting to DCS. Clarified independent duty under state law and this policy.

***** End of Policy *****