



**YOUTH PROTECTION POLICY**  
**Effective Date: January 1, 2018**  
**Approved December 21, 2017**

Communities In Schools of Puyallup (CISP) is committed to making sure all children in CISP programs are safe. The following policy applies to staff and volunteers of CISP.

**When to Report:**

When there is reasonable cause to suspect that a student has been a victim of child abuse, sexual abuse, neglect, or suicidal thoughts or behaviors or attempted suicide, it must be reported as soon as possible, but in no case later than 48 hours after you first learned of the allegation of abuse or neglect.

Prior to the report:

- Questions to the student who claims they have been abused or appears abused should be confined to who, what, when, and where.
- Once “reasonable cause” is present, do not ask further questions of the child and proceed with the report.
- School investigations of the abuse incident must cease once reasonable cause exists.

CISP Staff and Volunteers Should Know...

- The responsibility for reporting falls to the CISP staff or volunteer who first heard the allegation. Ideally, the school principal or the CISP Executive Director should be informed prior to the report so it is jointly made.
- The law provides “immunity” for all individuals making good faith reports of child abuse or neglect.
- It is their independent duty to report physical abuse or sexual misconduct by CISP staff, CISP volunteers, or school employees against students to appropriate school administrators or the Executive Director for CISP.

**How to Report:**

CISP staff should report their suspicions immediately to the school Principal and notify the CISP Executive Director of the report. The CISP staff member will use PSD Form 3421F (*Report of Suspected Child Abuse, Neglect, or Exploitation*) to document the report of suspected abuse or neglect.

Volunteers should report their suspicions to the CISP staff member on-site. The CISP staff member will immediately contact the school Principal to see what additional information may be needed from the volunteer to aid in the reporting process and notify the CISP Executive Director of the report. If the CISP staff member is not available, the volunteer should report to the school Principal as soon as possible. The CISP staff should coordinate with the school Principal the completion of PSD Form 2521F

Puyallup School District (PSD) staff members will follow PSD policies and procedures about reporting (according to PSD Policy 3421 and 3421R, see attached).

In the case where there is no PSD staff member available (such as an off-site field trip or event), and the CISP staff member suspects a child has been a victim of child abuse, sexual abuse or neglect, or has suicidal thoughts or behaviors or attempted suicide, and the child is believed to be in imminent danger, the CISP staff will report it immediately to Child Protective Service (CPS) or law enforcement at the following phone numbers:

- CPS: 253-983-6100
- Toll Free Reception: 1-888-713-6115
- Law Enforcement – Pierce County Sheriff: 253-798-4721
- Law Enforcement – Puyallup Police: 253-841-5415

CISP staff members may also make the report to the State of Washington Child Abuse Reporting number at 800-562-5624 or 866-END-HARM (866-363-4276).

Mandated reporters are protected with immunity from liability when they participate, in good faith, in the making of a report or in a resulting judicial proceeding (RCW 26.44.060). Every person who is a mandatory reporter and who knowingly fails to make such a report shall be guilty of a gross misdemeanor (RCW 22.44.080).

#### **When Reporting:**

- Ensure the child is in a safe environment when you report.
- Make the report as soon as possible but in no more than 48 hours after you first learn of the allegation of abuse.
- Do not discuss with other CISP or PSD staff members except as noted above.
- Do not notify the parents or guardians that a report has been made or that the child has been interviewed.
- In emergency situations make the report to Law Enforcement (911).

#### **Completing the Report:**

Make notes of the allegation, contact time and date, and the individual to whom you make the report. Cooperate with representatives of CPS or law enforcement; forward copy of report to the agencies as directed. Inquiries by parents, prior to their notification by agencies, should be referred to the school Principal or the law enforcement agency contacted.

## Definition of Terms

*Child Abuse or Neglect:* Child abuse or neglect means the injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a person under the age of 18 by any person under circumstances which indicate that the child's health, welfare and safety is harmed. Child abuse can be inflicted "by any person" and may include student-on-student abuse or school personnel to student abuse. These cases also require reporting to CPS, the Washington State Department of Social and Health Services or law enforcement.

*Sexual Abuse:* The term "sexual abuse" means any sexual offense against a child as defined in the criminal code, including any intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child or a third party, or communicating with a minor for immoral purposes.

*Sexual Exploitation:* The term sexual exploitation includes:

- Allowing, permitting or encouraging a child to engage in prostitution by any person; or
- Allowing, permitting or encouraging or engaging in the obscene or pornographic photographing or filming/videoing or depicting of a child by any person; or
- "Sexting" cell phone pictures of nude or sexual activity involving students.

*Negligent Treatment or Maltreatment:* Negligent treatment or maltreatment mean an act or omission that evidences a serious disregard or consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare and safety. The fact that siblings share a bedroom is not, in and of itself, negligent treatment or maltreatment.

*Mandated Reporters:* Teachers, counselors, nurses, principals, administrators, social workers, intervention specialists, and psychologists. All school personnel are required to report incidents of physical abuse or sexual misconduct by school employees against students to school administrators; this is an additional reporting duty distinct from regular child abuse reporting: you must do both. Failure to report child abuse or neglect is a criminal offense.

*Physical Discipline:* The physical discipline of a child is not child abuse when it is reasonable and moderate and is inflicted by the parent, teacher or guardian for purposes of restraining or correcting the child. The age, size, and condition of the child and the location of the injury must be considered when determining whether the bodily harm is reasonable or moderate. Any use of force on a child by any other person is unlawful unless it is reasonable and moderate and is authorized in advance by the child's parent or guardian for purposes of restraining or correcting the child. Corporal punishment of students by district employees is prohibited.

*Reasonable Cause:* “Reasonable cause” means “facts, or a combination of facts that would lead a person of ordinary care and prudence to believe and conscientiously entertain honest suspicion that the abuse has occurred.”

*Unreasonable Discipline:* RCW 9A.16.100 provides that the following actions are presumed unreasonable when used to correct or restrain a child.

1. Throwing, kicking, burning, or cutting a child;
2. Striking a child with a closed fist;
3. Shaking a child under the age of three;
4. Interfering with a child’s breathing;
5. Threatening a child with a deadly weapon; or
6. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks.

## EMPLOYEE/VOLUNTEER ACKNOWLEDGEMENT FORM

I have received/viewed a copy of the Communities In Schools of Puyallup (CISP) Youth Protection Policy outlining my responsibilities as an employee or volunteer and the responsibilities of CISP. I understand my obligation to read and abide by the policies of CISP including those set forth in the Youth Protection Policy. I understand that CISP may change, rescind, or add to any policy, benefit or practice described in the Youth Protection Policy from time to time at its absolute discretion, with our without prior notice. I further understand that nothing in this document creates an express or implied contract and that my employment or volunteer work is at-will and may be terminated by myself or CISP at any time, with or without reason, with our without prior notice or warning.

Employee/Volunteer Signature:

---

Employee/Volunteer Name (printed):

---

Date:

---