

## Procedure © 4-204.A Mandatory Reporting - Child Abuse Reporting

All District employees (including substitute teachers) and Board members who reasonably believe that a minor is or has been the victim of child abuse, neglect, sexual abuse or a reportable offense will immediately report to Department of Child Safety (DCS), the appropriate law enforcement agency, or tribal law enforcement.

### A. Filing Reports

The person to whom the disclosure was made or who possesses the reasonable belief regarding a reportable offense should be the person to contact DCS and/or law enforcement. It is insufficient to report abuse to a supervisor; the employee or Board member who receives the information is the mandatory reporter.

If the suspected abuse is believed to have occurred within the family unit, the report should be made to DCS, using the state hotline number 1-888-767-2445 or online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

If the report concerns a parent, guardian or custodian of the minor and the allegations constitute criminal conduct (such as sex abuse), the report should be made to both DCS and law enforcement.

If the allegation of suspected abuse is directed at a person who does not have guardianship, custody, or control of the child, the report should be made to law enforcement only.

All reports where a child faces an immediate risk of abuse or neglect must be made immediately by calling 911 or 1-888-767-2445.

In the case of visible injury and imminent threat to the safety of a child, staff should contact local law enforcement or 911, and follow up with a call to DCS to file a report.

For non-emergency reports, employees or Board members can electronically submit reports online at <https://dcs.az.gov/services/suspect-abuse-report-it-now>.

Once the report has been made to DCS or law enforcement, employees or Board members must submit written notification to the principal or supervisor by the next workday.

In making reports to law enforcement, the mandatory reporter must contact the law enforcement agency directly. It is insufficient to report to a school resource officer or a school safety officer.

A written report must be filed with the Arizona Department of Education as soon as practical but no later than three (3) business days after receipt of information that forms the basis for a report if allegation of suspected abuse is directed at a person who is a public school employee, regardless of whether the individual is certificated, non- certificated, or provides services via a third party contractor.

### B. Questioning Students

If the child has not spontaneously provided the following information about the alleged abuse, only these exact questions should be asked as needed to complete the information needed by law enforcement or the Department of Child Safety:

- (1) What happened?
- (2) Who did it?
- (3) Where were you when it happened?

#### (4) When did it happen?

Employees and Board members should document verbatim the questions and the child's statements. Employees and Board members should not allow anyone else to question or examine the student other than law enforcement. Employees and Board members shall not contact a parent/legal guardian or provide information to a parent/legal guardian regarding a DCS report unless otherwise permitted by law.

Employees and Board members should NOT make any promises to the child about next steps.

If photos are needed, law enforcement must take those photos. DCS does not take photos as they would not be admissible in a legal proceeding.

If DCS and/or law enforcement come to school to investigate, employees shall request their badge number and maintain a copy. If DCS removes a child from school, they will present a "Notice of Removal." Law enforcement may also remove a student to protective custody. District employees should request that law enforcement provide documentation of removal; if law enforcement does not, the District employee should create a record to document the removal.

Pursuant to [A.R.S. § 13-3620](#) and [A.R.S. § 15-514](#), a student who is alleged to be a potential victim of a mandatory reportable offense may only be interviewed as provided by local county protocol adopted pursuant to [A.R.S. § 8-817](#). This does not prevent a student from voluntarily reporting an allegation that the student is the victim of a mandatory reportable offense to a school resource officer, school safety officer or District employee.

#### C. Content of Reports

Reports made shall contain, if known:

1. the name, age and gender of the minor and other family members;
2. the names and addresses of the minor, the parents/legal guardians, or the person or persons having custody of such minor, if known;
3. parent's/legal guardian's place of employment;
4. a description of the suspected abuse or neglect;
5. current condition of the minor; and
6. any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

Copies of emails received following an online report should be provided to the building principal or supervisor. Employees or Board members who are reporting by phone shall obtain the confirmation number and the name of the individual who took the report.

School administrators shall submit all information regarding the mandatory report to the law enforcement agency investigating.

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Queen Creek Unified School District