Child Abuse Reporting

I. Purpose

Excelsior Academy is committed to student safety and compliance with Utah's child abuse and neglect reporting requirements.

II. Reporting Requirements

A. A staff member shall immediately notify school administration of any suspected incident of physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect involving a student.
B. A staff member shall also immediately report suspected child abuse or neglect to the Division of Child and Family Services or law enforcement as required by Utah Code § 80-2-602. Reporting to school administration does not replace the staff member's individual legal duty to report suspected child abuse or neglect to the proper authorities.
C. Staff are not responsible for proving abuse or neglect or determining whether a child needs protection. Any inquiry before reporting shall be limited to what is necessary to support a reason to believe a reportable concern exists.
D. An educator who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee shall also immediately report the belief and all relevant information to the School Director, Executive Director, or UPPAC (Utah Professional Practices Advisory Commission). A school administrator receiving such a report, or otherwise having reasonable cause to believe that a student may have been physically or sexually abused by an educator, shall immediately report that information to UPPAC.

III. Documentation

A. Before or after making a report, staff shall complete the Child Abuse-Neglect Report Form, available in the front office, and submit it to their School Director.
B. If DCFS requests a written version of an oral report, the reporting person shall provide it within 48 hours of the request.

IV. Cooperation and Confidentiality

A. Staff shall cooperate with authorized investigating agencies, provide information relevant to the investigation, allow appropriate access to students, and permit interviews consistent with DCFS and law enforcement protocols.
B. Staff shall not contact parents or legal guardians regarding a child abuse or neglect report, questioning, or investigation involving their child. Staff who receive questions about these matters shall refer them to the School Director, who shall coordinate with the investigating agency.

C. Routine school communication unrelated to the investigation shall continue in accordance with Excelsior Academy's Parent/Student Handbook.
D. Excelsior Academy shall maintain appropriate confidentiality and preserve the anonymity of persons reporting or investigating suspected abuse or neglect as required by law.

V. Administration and Accountability

A. Administration shall annually notify employees of their legal reporting responsibilities and ensure compliance with applicable training and acknowledgment requirements.
B. School Directors may establish implementing procedures consistent with this policy, the Employee Code of Conduct, and applicable law. Such procedures shall not restrict or delay required reporting.
C. Good-faith reporters receive the protections provided by law. Retaliation for good-faith reporting or cooperation with an investigation is prohibited. Failure to comply with reporting requirements may result in disciplinary action and legal penalties.