



CASA Mandated Reporting

Policy and Procedures

Policy:

Effective January 1, 2003, all CASA Volunteers are considered mandated reporters and will immediately report any incidents of suspected child abuse or neglect to Child Welfare Services in compliance with State regulations.

Definition:

Mandated Reporter – Penal Code Section 11165.7 defines Mandated Reporters as certain professionals required by law to report known or suspected child abuse. Mandated Reporters include but are not limited to, teachers, aides, school staff, day care providers, commercial film and photo print processors, nurses, physicians, clergy, police officers, social workers, therapists, and other individuals who interact with children with in a professional or volunteer capacity. Mandated reporters have a legal duty to report child abuse and can be held liable for failure to report.

Procedures:

1. All CASA volunteers will receive training on mandated reporting requirements during their initial training and annually thereafter.
 - a) Training will encompass California Child Abuse Reporting Law, mandated reporting, definitions of abuse and neglect, and the process for reporting within a CASA advocate's scope of work.
2. During the course of their advocacy work with a CASA child, if the advocate identifies any areas of concern related to possible child abuse or neglect, the advocate will take the following steps:
 - a) The advocate will immediately make a report to Child Welfare Services by phone:
 - i) Monday-Fridays from 8AM-5PM, the advocate calls the reporting hot-line number which is 1-(800)-367-0166.
 - ii) After-hours and weekends, the advocate calls the Sheriff's Dispatch at 683-2724 and ask to speak with the on-call CWS social worker.
 - b) The advocate will then immediately notify their CASA advocate supervisor or After-Hours CASA staff person of the report;
 - c) The advocate will then call the child's assigned CWS social worker and inform him/her of the report.
 - d) The advocate will also consult with their CASA advocate supervisor or other CASA staff person about completing the required written report within the **36** hour time limit.
 - e) The advocate will meet with their CASA advocate supervisor to complete the DOJ form SS 8572 within 36 hours from the time of the initial verbal report;
 - f) The advocate will complete the written child abuse report.
3. CASA staff will make a copy of the report to be given to the Associate Director.
 - a) The copy is not to be considered part of the child's file and not subject to disclosure.
 - b) The advocate supervisor will provide an incident report with the report to Director.
4. CASA staff will mail the completed form to the appropriate Child Welfare Service agency, ensuring that the 36 hour time limit is met.