

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Section: Recipient Rights
Policy Number: 21
Subject: **Reporting Suspected Child Abuse or Neglect**

Effective Date: 11/20/95
Last Revision Date: 10/9/09
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that when there is reasonable cause to suspect the occurrence of physical abuse, mental abuse, sexual abuse, sexual exploitation or neglect and the victim of the suspected physical abuse, mental abuse, sexual abuse, sexual exploitation or neglect is a child under the age of eighteen (18) a report will be filled with the Children's Protective Services of the Shiawassee County Department of Social Services.

Purpose

The purpose of this policy is to assist in safeguarding the welfare of children and to assure compliance with the Child Protection Law (Act No. 238, Public Acts of 1975, as amended).

Application

This policy applies to all staff of SCCMHA.

Definitions

Child: A person under 18 years of age.

Child Abuse: Harm or threatened harm to a child's health or welfare by a parent, legal guardian or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment.

Child Neglect: Harm or threatened harm to a child's health or welfare by a parent, legal guardian or any other person responsible for the child's health or welfare that occurs through either of the following:

1. Negligent treatment including the failure to provide adequate food, clothing, shelter or medical care.
2. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian or any other person responsible for the child's health or

welfare, to intervene to eliminate that risk when that person is able to do so, and has or should have, knowledge of the risk.

Sexual Abuse: Engaging in sexual contact or sexual penetration with a child as defined in section 520a of the Michigan Penal Code, Act No. 328 of the public Acts of 1931, section 750.520a of the Michigan Compiled Laws.

Sexual Exploitation: Allowing, permitting, or encouraging a child to engage in prostitution or allowing, permitting, encouraging or engaging in the photographing, filming or depicting of a child engaged in a listed sexual act as defined in section 145c of Act No. 328 of the Public Acts of 1931, section 750.145c of the Michigan Compiled Laws.

Standards

1. A staff person having reasonable cause to suspect abuse, neglect or exploitation of a child will make a verbal report immediately to the Children's Protective Services of the Shiawassee County Department of Social Services.
2. A written report (DSS3200) will be made within seventy-two (72) hours to Protective Services of the Shiawassee County Department of Social Services following the verbal report.
3. The written report will contain the name of the child and a description of the abuse or neglect. If possible the report will contain the names and addresses of the child's parents, the child's guardian, the persons with whom the child resides and the child's age. The report will contain other information available to the reporting person which might establish the cause of the abuse and neglect and the manner in which the abuse or neglect occurred.
4. The written report will be mailed or otherwise transmitted to the county Department of Social Services in which the child suspected of being abused or neglected is found.
5. The staff person filing the report will immediately convene a case conference which will include the Program Director of Services to Children and their Families, or in his/her absence another administrator to obtain clinical consultation regarding the case.
6. The staff person filing the report will complete the agency case review form. The case review form will be filed in the recipient's record and a copy sent to the Chief Executive Officer.
7. A copy of the DSS3200 form will be maintained in the agency's files.

8. A written report (Report of Actual or Suspected Child Abuse or Neglect to Law Enforcement Agencies) will be made within seventy-two (72) hours to the Shiawassee County Sheriff's Department in cases involving alleged neglect or abuse by an adult not living in the home.

Approved by: Signed by Jerry Walden 10/09/09
Board Chairperson Date

Signed by Scott Gilman 10/09/09
Chief Executive Officer Date

