

TO: All New Employees

FROM: John Rodriguez, Director
Human Resources

RE: **CHILD ABUSE REPORTING REQUIREMENTS**

State law requires that every school district employee who falls within certain statutorily defined categories be familiar with the laws relating to child abuse reporting requirements. Such employees must, prior to commencing employment, sign a statement signifying that they have knowledge of the reporting requirements and will comply with them (Penal Code 11166.5).

Your employment falls within such a statutory category. Consequently, please read the attached material which explains your responsibilities and procedures regarding reporting any suspected instances of child abuse. After you have done so, please sign as indicated on the form and return the signed document (reverse side) to the Human Resources Office.

Please retain the Penal Code Sections 11166, 11166.5, 11167 and 11165.7 information sheet for your records (buff copy).

Thank you.

RECEIPT AND ACKNOWLEDGMENT
OF CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators or community care facilities licensed to care for children; licensed day care workers; administrators of community care facilities licensed to care for children; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

“Medical practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

“Nonmedical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children (Penal Code 11166.5).

I have read the attached Penal Code sections 11166, 11166.5, 11167 and 11165.7 and I agree to comply therewith.

Employee's Name (Please Print)

Employee's Signature

Date