



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Child Abuse and Neglect Reporting Requirements

NUMBER: BUL – 1347.5

ISSUER: Devora Navera Reed, General Counsel
Office of the General Counsel

DATE: March 27, 2023

POLICY: Pursuant to law, it is the policy of Los Angeles Unified School District (District) that all District employees shall report suspected child abuse or neglect to a child protective agency. (Penal Code §11164 et seq.)

MAJOR CHANGES: This Bulletin replaces BUL-1347.4, on the same subject, issued by Office of the General Counsel, dated September 28, 2018. It provides updated guidelines for reporting suspected child abuse and neglect, such as, when an employee files a non-emergent (non-urgent) Suspected Child Abuse Report (e.g., non-life threatening and non-emergency), the employee has an option to immediately or as soon as practically possible report by using the one-step online reporting system offered by the Department of Child and Family Services: reportchildabusela.org.

GUIDELINES: The following guidelines apply:

I. Background

The District recognizes the responsibility of all staff to protect students from abuse or neglect by becoming knowledgeable about abuse/neglect, its indicators, and procedures for filing suspected child abuse reports.

II. District Employees as Mandated Reporters of Suspected Child Abuse

A. All employees are mandated reporters of suspected child abuse or neglect.

1. When two or more mandated reporters have reasonable suspicion of child abuse and when there is an agreement among them, one report may be made by a single party selected by mutual agreement. However, any party who has knowledge that the designated member failed to file the Suspected Child Abuse Report (SCAR) shall thereafter file the SCAR.

2. School volunteers, student workers and guests on campus are not mandated reporters. However, the District encourages them to speak to an administrator promptly regarding any misconduct.

B. Mandated reporters/employees with reasonable suspicion of child abuse or neglect must file a SCAR.

ROUTING:

All Employees
All Locations



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1. If the employee has an emergent (urgent) SCAR to make (e.g., immediate risk of abuse, neglect, or exploitation, or that the child is in imminent danger of harm or death), the employee must:
 - a) call an appropriate local law enforcement agency (e.g., Los Angeles Police Department or Los Angeles County Sheriffs) or Department of Children Family Services (DCFS) **immediately or as soon as practically possible** (site administrator should provide class coverage if needed); and
 - b) submit the written report to the agency called **within 36 hours** of receiving the information.
2. If the employee has a non-emergent (non-urgent) SCAR to make, the employee has the option to **immediately or as soon as practically possible** report to DCFS by using the one-step online “Child Abuse Reporting Electronic System” (CARES) offered by DCFS: reportchildabusela.org.
- C. Failure to comply with these laws and policies may subject an employee:
 - (1) to a misdemeanor punishable by up to 6 months in jail and a \$1000 fine;
 - (2) to personal civil and criminal liability; and (3) to discipline, including dismissal and revocation of credentials.
- D. State law provides immunity from civil/criminal liability for mandated reporters who file suspected child abuse reports. The District will defend employees in any legal actions who file in the course and scope of their employment duties.

III. Definitions of Child Abuse

- A. Child abuse can be committed by an adult or minor (e.g., child to another child). Reportable victims of abuse include any individual under age 18. Students age 18 or older are not reportable as victims, but administrators must take action to address misconduct involving any student.
- B. Students age 18 or older who are dependent adults can be reported as victims of suspected dependent adult abuse to an adult protective agency. In short, dependent adults are persons 18 or over who have a disability that restricts their ability to carry out normal activities, or to protect their rights. (Refer to BUL-2449, [Dependent/Elder Adult Abuse and Neglect Reporting Requirements](#)).
- C. Physical Abuse - Physical injury (external or internal) such as a bruise, burn, or cut inflicted on a child by other than accidental means by another person.
- D. Sexual Abuse - Sexual assault and sexual exploitation are child abuse. Sexual assault includes rape, statutory rape, incest, sodomy, lewd or



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lascivious acts, oral copulation, penetration or intrusion of a genital or anal opening (including the use of an object), intentional touching of genitals or intimate parts or clothing covering them, hazing, human sex trafficking, annoyance or molestation.

1. Consensual Activity – Sexual conduct between consenting parties may or may not constitute child abuse based on the totality of the circumstances (e.g., if the act is natural and healthy sexual exploration). However, under the law certain conduct between parties requires mandated reporters to report, such as “lewd and lascivious” conduct or sexual intercourse involving a minor must be reported if the minor is under 14 and the partner is age 14 years or over.
2. Non-consensual Acts – Non-consensual acts of sexual abuse must be reported. In instances of suspected child-on-child sexual abuse, it may be appropriate to report both children as victims of suspected abuse as many children who perpetrate abuse may themselves be victims.
3. Pregnancy – A minor’s pregnancy in and of itself does not constitute child abuse. One must consider the age of the minor at the time of conception and the circumstances under which conception occurred (e.g., physical abuse, duress, statutory sexual assault).
4. Grooming and Exploiting – In an attempt to gain trust and confidence, a perpetrator may engage in “grooming” or adult sexual misconduct, that is, physical or non-physical activity directed to the student, student’s parents, or other adults with the purpose of developing a sexual or romantic relationship with the minor. As described below, grooming activities vary but generally methodically increase over time and allow a groomer to test their targets as to gauging acceptance and silence at each step. These activities may be done privately or publicly and gradually progress to sexualized behaviors. In short, signs that may signify grooming include, but are not limited to: (1) touching that is intimate or sexual in nature; (2) personal or social media interaction with student; (3) meeting a student away from school grounds or hours; (4) giving gifts or spending extra time with a student in nonsexual ways; and (5) sexual or personal oral or written comments made to a student. Refer to *Grooming or Exploiting Students in the School Setting* (Attachment A).
5. Commercial Sexual Exploitation and Trafficking – The commercial sexual exploitation or trafficking of children occurs when a child is treated as a commercial sexual object in exchange for money or something of value and may also include conduct or encouragement of



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activities related to pornography. Signs that a child is a victim include: behavior or attire that is not normative for their age; tattoos and brandings of names, bar codes, and symbols of wealth (e.g., dollar signs, gold coins); frequently runs away from home; frequent absences with suspicious or scripted explanations; has an adult “boyfriend,” “daddy” or “auntie” with whom the child appears unusually deferential. Refer to *Human Trafficking of Children in the United States* (Attachment B).

- E. Neglect - The negligent treatment of a child by a person responsible for the child, which indicates harm or threatened harm to the child’s health or welfare by acts or omissions, such as: (1) the negligent failure to protect a child from malnutrition, medically diagnosed non-organic failure to thrive, or causing or permitting the child’s person or health to be endangered including the intentional failure to provide a child with adequate food, clothing, shelter, or medical care; and (2) the negligent failure to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred and the child is at substantial risk of suffering serious physical harm, but does not include a parent’s economic disadvantage.
- F. Willful Cruelty or Unjustifiable Punishment - A situation where any person willfully causes, inflicts or permits unjustifiable physical pain or mental suffering, or a caregiver willfully causes or permits the child to be placed in a situation in which the child’s person or health is endangered.
- G. Mental Suffering, Emotional Wellbeing - A situation where mental suffering has been inflicted upon a child or where a child’s emotional wellbeing is endangered.

IV. Child Abuse Does Not Include

- A. The use of an amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to a person(s) or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil.
- B. A mutual fight or physical altercation between minors.

V. Reasonable Suspicion

- A. Reasonable suspicion means that it is objectively reasonable for a person to contemplate a suspicion, based upon facts or allegations that could cause a reasonable person in a like position, drawing from a person’s training, education, and experience, to suspect child abuse or neglect.



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- B. Child abuse facts or allegations can be brought to the attention of mandated reporters from any source, including but not limited to: alleged victim, alleged victim's friend, journal, colleague, or anonymous source.
- C. A reasonable suspicion determination does not require proof or having to conduct an investigation by the reporting party.
- D. Employees who need assistance to determine reasonable suspicion may consult with their supervisor or a child protective agency.

VI. Investigation vs. Clarification

- A. Investigation is a process that consists of interviewing suspected victim(s), witnesses, perpetrator(s), and other individuals, as well as gathering information, to determine the truth (i.e., proof) of the allegation. Employees may not investigate an allegation of child abuse; however, immediate steps should be taken to protect any alleged victim. District officials may conduct administrative investigations only after the conclusion of the child protective agency's investigation or when such agency advises District officials that they may initiate their administrative investigation. Refer to BUL-044381, *Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct*, for information on administrative investigations for abuse allegedly perpetrated by employees, non-district contracted persons and volunteers.
- B. As opposed to an investigation, clarification is a process of asking the victim(s), alleged perpetrator(s) and other individuals, clarifying questions in order to determine reasonable suspicion of the allegation. An example of clarifying questions may be asking a child, "What is wrong?" or "Tell me about that bruise." Depending on the response, a reasonable suspicion of suspected child abuse may then be determined or triggered.

VII. Making a Suspected Child Abuse Report

Suspected child abuse reports are made only to one child protective agency and the employee has the option of reporting to either DCFS or local law enforcement (e.g., LAPD). Generally, it is advisable that the report be made to DCFS if the suspected abuse involves in-home perpetrator(s) (e.g., parents, relatives, etc.) and physical, mental, neglect or inadequate supervision child abuse. Generally, it is advisable that the report be made to local law enforcement if the suspected abuse involves an employee perpetrator, non-district contracted employees and volunteers, or moderate to severe physical, mental, sexual, neglect or life-threatening situation child abuse. Also, if directed by DCFS to file with law



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enforcement, the employee can insist that the report be filed with DCFS or can follow DCFS's suggestion and file with law enforcement. Further, if advised by the agency that there will be no report taken/investigation and/or confirmed that the District can initiate an administrative investigation, the mandated reporter must still file the SCAR.

VIII. Filing a Suspected Child Abuse Report

An employee with knowledge or reasonable suspicion of child abuse or neglect must file a SCAR. If the employee has an emergent (urgent) SCAR to make, the employee must report using the two steps stated below (i.e., telephone report and written report). If the employee, however, has a non-emergent (non-urgent) SCAR to make, the employee has an option to immediately or as soon as practically possible report to DCFS by using the one-step electronic online CARES reporting system offered by DCFS.

An emergent (urgent) SCAR situation may include, but is not limited to, life-threatening and emergency incidents of abuse or neglect of a child such as: (1) child requires medical care or is likely to harm themselves; (2) caregiver's cruel, neglectful, bizarre, dangerous, or threatening behavior to child's medical/emotional health; (3) child under two years of age; (4) child's behavior threatens the child's and others' safety; (5) child in need of supervision or living conditions are hazardous to child's safety (e.g., guns unlocked); (6) child's non-accidental, suspicious or significant physical injury; (7) child's sexual abuse or exploitation; (8) child is fearful of going home; (9) child is exposed to domestic violence; and (10) child or other children are exposed to alleged perpetrator. As opposed to the above, a non-emergent (non-urgent) SCAR may be used for non-life threatening and non-emergency incidents of abuse or neglect of a child.

EMERGENT (URGENT) SCAR

In an emergent (urgent) SCAR situation, an employee with knowledge or reasonable suspicion of child abuse must make a SCAR which consists of two steps: (1) making a telephone report of suspected child abuse immediately or as soon as practically possible to a child protective agency; and (2) sending a written SCAR to the agency called within 36 hours of receiving the information. The SCAR form can be found on-line at reportchildabusela.org.

A. Telephone Report

1. The telephone report must be made immediately or as soon as practically possible to DCFS at (800) 540-4000 (24 hours/seven days a week), or to local law enforcement.
 - a. Schools served by LAPD can call (213) 486-0530 (7:30 a.m. – 4:30 p.m. – Monday through Friday).



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- b. Schools not served by LAPD should call the Los Angeles County Sheriff's Department or the city police agency serving the school (see Attachment C).
2. When making the telephone report, the reporting person should provide the child protective agency with the following information:
 - a. Reporter's name, business address, and work telephone number.
 - b. Child's name, date of birth, address, telephone number, school, grade, class, and present location (if known).
 - c. Parents' or guardians' contact information.
 - d. Information that gave rise to reasonable suspicion of abuse, including names, contact information of sources and witnesses.
 - e. If available, the name, address, telephone number and other information about the person(s) who might have abused the child.
 - f. When an employee is reporting suspected child abuse and another employee has knowledge of the same suspected child abuse, the employee making the telephone report should provide the agency with names and contact information for both employees.
3. During the telephone report, the reporting person should also do the following:
 - a. Document the date and time the call was made, name/address of the agency called, name of the person taking the report, title, and identification/badge number.
 - b. Inform the agency of school dismissal time and, if known, how the child is transported home (e.g., school bus, parent pick-up, walking).
 - c. Ascertain and document the agency's plan regarding what action will be taken, including when an investigation will be initiated if the agency indicates an investigation will occur.
 - d. Clarify and document the agency's directive as to what the school should or should not do regarding the victim and/or alleged perpetrator(s) involved in the report.
 - e. The reporter may request information from the child protective agency regarding the status of the investigation.
 - f. An employee who has a question about whether an incident rises to the level of reasonable suspicion as suspected child abuse may



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consult with a child protective agency or discuss with colleagues. However, regardless of any discussion, an employee who reasonably suspects child abuse must make the telephone and written report of suspected child abuse.

B. Written Report

1. After making the telephone report, but no later than 36 hours of becoming aware of the conduct giving rise to the suspected child abuse, the mandated reporter is to complete the SCAR and send it to the agency called. If making a report to DCFS, the reporter may file the written report online directly.
 - a. Provide all information requested on the SCAR (Form SS 8572).
 - b. Statements concerning observations of student's injuries, condition, behavior or the perpetrator should be factual and complete.
 - c. Report information describing how injuries occurred or any aspect of the allegations verbatim as space allows. Use quotation marks where appropriate.
 - d. Include additional information and photographs, if available.
2. Sending the SCAR
 - a. When reporting to DCFS, file online directly at reportchildabusela.org or send to: DCFS, 1933 S. Broadway, 5th Floor, Los Angeles, CA 90007.
 - b. When reporting to law enforcement, send the form to the same agency. See Attachment C for a list of law enforcement departments. For example, LAPD's address is LAPD-Child Abuse Unit, 100 W. First Street, Room 351, Los Angeles, CA 90012.
 - c. The SCAR form may be printed from the DCFS website at reportchildabusela.org or the LAUSD website at <http://achieve.lausd.net/Page/1604>.
3. The reporting employee may retain a copy of the SCAR as documentation a report was made.

NON-EMERGENT (NON-URGENT) SCAR

In a non-emergent (non-urgent) SCAR situation, an employee has an option to immediately or as soon as practically possible report to DCFS by using the one-step online "Child Abuse Reporting Electronic System" (CARES)



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offered by DCFS rather than following the above two-step reporting requirements (i.e., calling a child abuse hotline and filing a follow-up 36 hour written report). To file a non-emergent (non-urgent) SCAR with DCFS go to reportchildabusela.org and answer the 10 pre-qualifying questions at the beginning of the report to help to determine if the matter is non-urgent.

C. Early Education Centers and California State Preschool Programs – Additional Reporting Requirements

Any incidents of suspected child abuse that occur while a child is in the care of early education centers and State preschools must be reported in accordance with the suspected child abuse reporting procedures described above. In addition, mandated reporters must make a report to the Department of Social Services (DSS) – Community Care Licensing Office (addresses below). Check with the Early Childhood Education Division to determine which office has responsibility over your program site. Such reports shall be made as follows:

1. Make the telephone report and written SCAR to an appropriate child protective agency.
2. Immediately thereafter, telephone DSS - Community Care Licensing Office at (310) 337-4335 (Culver City Office) or 323-981-3350 (Monterey Park Office) and make an oral report.
3. Complete and send an “Unusual Incident/Injury/Death Report” (DSS Form LC 624) within seven days to either:

Department of Social Services
Community Care Licensing
300 Continental Blvd., #290A
El Segundo, CA 90245

Department of Social Services
Community Care Licensing
1000 Corporate Center Drive
Monterey Park, CA 91754

4. In addition to the training required herein, certain early education employees are required to do additional child abuse reporting training specific to their jobs. Please see <https://www.mandatedreporterca.com/>, and contact the Early Education Division for further information.

D. School Nurses and Doctors – Additional Reporting Requirements

Any incidents of suspected child abuse must be reported by school nurses and doctors in accordance with the suspected child abuse reporting procedures. Medical professionals may also need to complete a “Medical Report: Suspected Child Physical Abuse and Neglect Examination,” (CalEMA 2-900) and send it to the reporting agency.



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1. School medical professionals may be requested to provide first aid.
2. Any indication of abuse observed during a child's examination may be photographed; however, these photographs may only be given to the child protective agency, along with the report. No removal of clothing to inspect the underclothing, breast, buttocks, or genitalia is permitted.

IX. Child Protective Agencies

An employee suspecting child abuse or neglect must file the SCAR with one of the following child protective agencies:

- A. DCFS at (800) 540-4000 (24 hours/7 days per week).
- B. Local law enforcement (e.g., city police departments and Sheriff's Department), depending on the local law enforcement agency with jurisdiction over the location where the suspected child abuse occurred (see Attachment C, *Local Law Enforcement Serving LAUSD Schools*).
- C. Early education centers and State preschools must also report incidents to the DSS Community Care Licensing Office at (310) 337-4335 (Culver City) or (323) 981-3350 (Monterey Park).
- D. The following are not child protective agencies and are not authorized to receive SCARs: (1) the District's School Police Department (LASPD) and school security officers; (2) site administrator; and (3) school medical professionals (e.g., school nurses and doctors).

X. District Response After Filing SCAR

- A. Employees: Mandated reporters have the option of apprising the site administrator of the SCAR. However, if the alleged perpetrator is an employee, student, or school-related adult, to ensure the child's protection, separate from the mandated reporting responsibility, employees must immediately inform their supervising administrator of the alleged misconduct. If the alleged perpetrator is the site administrator, the employee should inform the Unit/Division Head of the alleged inappropriate conduct.
- B. Administrators: In instances involving suspected child abuse, the administrator has responsibilities to:
 1. Ensure a SCAR has been appropriately filed if known. For example, an administrator should provide class coverage for reporting if needed to allow for the report to be made immediately or as soon as possible.
 2. Filing a SCAR does not relieve the site of its responsibility to take



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administrative action to address the alleged misconduct to protect a student. Also, once the child protective agency has completed its investigation or confirms to District officials that they may initiate an administrative investigation, the administrator may investigate any alleged inappropriate conduct, including, but not limited to:

- (a) Sexual harassment: Conduct that constitutes suspected child sexual abuse may also constitute sexual harassment or unwelcome conduct of a sexual nature. Refer to BUL-2521, *Title IX Policy/Nondiscrimination Complaint Procedures (Including for Sex Discrimination and Sexual Harassment)*.
- (b) Bullying or hazing: Conduct that constitutes suspected child abuse may also constitute bullying or hazing. Refer to BUL 5212, *Bullying and Hazing Policy (Student-to-Student)*.

- 3. Determine how to proceed when an employee, non-district contracted employee or volunteer is the alleged perpetrator of suspected child abuse pursuant to BUL-044381, *Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct*. For example, an employee may be temporarily reassigned if the allegations are under investigation or other risk factors exist.

XI. Child Protective Agency Response After SCAR is Filed

At a school site, a child protective agency has specific legal authority and responsibilities as follows:

- A. May interview the alleged victim during school hours and on school premises without advising the parents. The alleged victim must be offered the option of being interviewed in private or allowed to select any staff member to sit in on the interview. However, the staff member may decline the student's request and the student may select another staff member.
- B. May request to interview anyone during the investigation.
- C. May have access to students' records if an emergency situation exists (e.g., necessary to protect a student or others).
- D. May take the alleged victim into protective custody without a court order. Child protective agency representatives are required to contact the family regarding temporary custody of a student. All relevant student and agency contact information should be exchanged to facilitate this communication. If the representative has not yet contacted the parent or guardian and the parent or guardian asks the school about the matter, the school may provide them with the contact information of the child protective agency.



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XII. Confidentiality

- A. Written SCARs are to be completed only by the reporter. The contents and reporter's identity must remain confidential (unless otherwise prescribed by law). For example, no employee is required to submit a copy to a supervisor or maintain copies of SCARs. However, the employee may retain a copy. SCARs and information contained therein are confidential and may be disclosed only as follows:
 - 1. When employees voluntarily waive confidentiality of their identity as a reporter, which may include the waiver to disclose to an administrator or other District official that the employee filed a report.
 - 2. Between child protective agencies (e.g., DCFS, LAPD).
 - 3. By court order in a criminal or civil proceeding.
 - 4. In a criminal prosecution case arising from alleged child abuse, or in a county counsel or district attorney action dealing with termination of custodial rights.
 - 5. To DSS for Early Education Centers, State preschool programs and to a licensing agency when out-of-home care abuse is suspected.
- B. When responding to parents or guardians about information concerning a SCAR, why a report was made, or who made the report, they should be referred to the child protective agency. Staff may discuss legal requirements, as well as District policy, for child abuse reporting, which may include informing them that SCARs are confidential.

XIII. Prohibited Actions

- A. Employees are not required to obtain assistance from a supervisor prior to filing a SCAR. An employee's reporting responsibility must not be impeded by a supervisor or other person.
- B. No removal or arranging of clothing to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil is permitted.
- C. Generally, any individual (e.g., student) bringing forth an abuse allegation should not be placed in a position of having to repeat the allegation or to provide a written statement regarding the allegation prior to the report being made.
- D. If the student's safety is at risk, a mandated reporter should not contact the student's or perpetrator's parent or guardian prior to filing a SCAR. Also,



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mandated reporters should not contact the student's or perpetrator's parent or guardian after filing the SCAR unless approval is obtained from the investigating agency or until the agency investigation has been completed.

XIV. Responsibility for Policy Implementation and Training

A. Employee Responsibilities

All District employees are auto enrolled and must annually complete the Child Abuse Awareness Training (CAAT) by September 15th of every school year. This training consists of viewing the video and completing the on-line CAAT assessment through the District's My Professional Learning Network (MyPLN). Employees hired after September 15th are expected to complete the CAAT within 30 days of enrollment in the class and annually by September 15th thereafter.

B. Administrator Responsibilities

1. Review these child abuse reporting policies with all employees twice a year (e.g., beginning of each semester), such as in Attachment D, *Child Abuse Reporting Information Sheet*.
2. Pursuant to the Integrated Safe School Plan establish and implement a school site suspected child abuse reporting plan, including a professional development schedule regarding child abuse reporting, and designation of an administrator or designee available to assist employees in meeting their mandated child abuse reporting responsibilities for those seeking assistance. Alternatively, the school can utilize the *Child Abuse or Neglect Reporting Procedures Site Plan* (Attachment E).
3. An employee who successfully completes the CAAT training will have certified the Employee Acknowledgement, and the supervisor may maintain a file of CAAT training completion certificates but is not required to do so. Also, each employee under an administrator's supervision may annually sign *Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements* (Attachment F).
4. Certify in the "Administrator Certification Form" the site has complied with the mandates of this policy.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

Education Code §§ 32282, 44691, 44807, 44932, 49001, and 49050; Penal Code § 11164 et seq.; Welfare & Institutions Code §§ 232, 300, 318, and 602



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RELATED

RESOURCES: [*Administrator Certification Form*](#), Memorandum issued annually by Division of District Operations
[*Bullying and Hazing Policy \(Student-to-Student\)*](#) BUL-5212, Student Health and Human Services, Chief of Special Education, Equity and Access
[*Child Abuse Awareness Training \(CAAT\) and Resources*](#), Memorandum issued annually by the Division of District Operations
[*Code of Conduct with Students – Distribution and Dissemination Requirement*](#), BUL-5167, Office of the Superintendent
[*Completing and Updating the Integrated Safe School Plan*](#), REF-5511, Office of Emergency Management
[*Dependent Elder Abuse and Neglect Reporting Requirements*](#), BUL-2449, Office of the General Counsel
[*Incident System Tracking Accountability Report*](#), BUL-5269, Office of District Operations
[*Not In Our Schools, Not In Our Communities: Address, Prevent, and Eliminate Commercial Sexual Exploitation of Children in the Los Angeles Unified School District*](#), Board Resolution 026-15/16, January 12, 2016
[*Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct*](#), BUL-044381, Human Resources Division and Office of the General Counsel
[*Title IX Policy/Nondiscrimination Complaint Procedures \(Including for Sex Discrimination and Sexual Harassment\)*](#) BUL-2521, Office of the General Counsel

ATTACHMENTS: Attachment A - Grooming or Exploiting Students in the School Setting
Attachment B - Human Trafficking of Children in the United States
Attachment C - Local Law Enforcement Serving LAUSD Schools
Attachment D - Child Abuse Reporting Information Sheet
Attachment E - Child Abuse or Neglect Reporting Procedures Site Plan
Attachment F – Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements

ASSISTANCE: For assistance or more information:

- School Site Procedures: Division of School Operations, (213) 241-5337; Los Angeles School Police Department, (213) 625-6631
- Legal Questions: Office of the General Counsel, (213) 241-7600
- Child Abuse Awareness Training (CAAT): Division of School Operations, (213) 241-5337; <http://achieve.lausd.net/Page/16930>; <http://achieve.lausd.net/Page/7669>
- Student Involved Sexual Harassment: [Educational Equity Compliance Office](#), (213) 241-7682
- Staff Relations Issues: [Office of Staff Relations](#), (213) 241-6056



GROOMING OR EXPLOITING STUDENTS IN THE SCHOOL SETTING
(Adapted from the U.S. Department of Education Resources)

Grooming or Exploiting in the School Setting: Grooming, exploiting or adult sexual misconduct encompasses a broad set of behaviors that take place in a school setting that range from inappropriate to illegal. Also, the settings for these inappropriate or illegal behaviors may occur at all times and areas such as, before, and after school, as well as at school, away from school, and in cyber settings. These inappropriate or illegal behaviors (physical or not) are targeted to both students and adults for the purpose of developing a romantic or sexual relationship with a student.

Inappropriate Conduct: Examples of inappropriate conduct: (1) verbal conduct in person, by phone, or using electronic means of sexual comments, questions, jokes, teasing; (2) physical conduct by kissing, hair stroking, tickling, and frontal hugging; and (3) on or off school grounds conduct, by meeting behind closed or locked doors, and meeting a student away from school grounds.

Illegal Conduct: Examples of illegal conduct may be characterized by physical sexual contact between an adult and a student such as: (1) sexual contact, genital contact, groping, fondling, touching, kissing, and sexual hugging; (2) exhibitionism, showing one's genitals in public, or showing images of sexual activity; and (3) child pornography, sextortion, and other exploitation in an online setting.

Perpetrators of Grooming or Exploiting: To keep their conduct secret, perpetrators coerce and “groom” students and adults, that is, as sexual contact escalates, perpetrators methodically increase the attention and rewards they give to their student and adult targets. Perpetrators work hard at making sure they are well-liked by students and staff in an attempt to convince the student they will not be believed, even if the sexual contact/relationship is disclosed.

Student Targets: Grooming allows perpetrators to test their target's silence at each step. To nurture the relationship, perpetrators make a target feel “special” by, for example, brandishing gifts and/or spending extra time with the target in nonsexual ways or trying to move the relationship to a personal level or asking the student to run personal errands. This special attention is all in an effort to learn whether the target will keep silent. Perpetrators look for students who are vulnerable and open to someone who wants to fill an emotional void.

Adult Targets: At the same time the student is being groomed, the perpetrator is testing the adults surrounding the student including those who work at school and the student's family. It is not uncommon for behaviors to be done publicly so that the perpetrator can gauge reactions, that is, share and manipulate information to influence how the grooming behavior is interpreted by the adults to further control the student victim. For example, a staff member may lead colleagues to believe the parent has consented for them to drive a student home because the parent needs the help. In response, the perpetrator receives accolades and gratitude from colleagues, and has begun the process of grooming peers as well.

Goal of Grooming: As the student and adult targets are groomed, the perpetrator gradually progresses to engaging in sexualized behaviors, and may use threats and intimidation tactics with the student to keep the sexual misconduct secret. Keeping silent implicates the targets, making students believe they are compliant in their own abuse and are responsible. Perpetrators may threaten uncertain targets, or those likely to report the misconduct, with reminders of their powerlessness, such as, “No one will believe you,” or befriend the student victim's parents to discredit any potential allegations.

Reporting Suspected Grooming or Exploiting: Refer to District policy, BUL-1347, *Child Abuse and Neglect Reporting Requirements*, as to filing a Suspected Child Abuse Report (SCAR) and apprising the site administrator of the alleged misconduct of an employee, student, or school-related adult. Early intervention can lead to prevention and protects students and staff by: (1) helping ensure students' safety; and (2) helping staff understand behaviors that may be considered grooming.



HUMAN TRAFFICKING OF CHILDREN IN THE UNITED STATES

(Adapted from U.S. Department of Education Resources)

What is Human Trafficking? Human trafficking is a serious crime with penalties of up to imprisonment for life. Federal law defines trafficking as: "(A) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or (B) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery." [U.S.C. §7102(8)]

In short, anyone (adults or minors) who recruit minors into commercial sexual exploitation or prostitution violate anti-trafficking laws, even if there is no force, fraud, or coercion.

What is the Extent of Human Trafficking in the United States? An unknown number of U.S. residents are trafficked within the country for sexual servitude and forced labor. Contrary to a common assumption, human trafficking is not just a problem in other countries. Cases of human trafficking have been reported in all 50 states. Victims of human trafficking can be children or adults, U.S. citizens or foreign nationals, male or female.

Common examples of identified child trafficking cases include:

Commercial sex	Forced begging	Restaurant work	Drug sales, cultivation	Stripping
Magazine crews	Hair and nail salons	Pornography	Au pairs or nannies	Agricultural work

How Does Human Trafficking Affect our Schools? Trafficking can involve school-age youth, particularly those made vulnerable by challenging family situations, and can take a variety of forms including forced labor, domestic servitude, and commercial sexual exploitation.

The children at risk are not just high school students – pimps or traffickers are known to prey on victims as young as 9. Traffickers may target minor victims through social media websites, gaming sites, video chat applications, telephone, after-school programs, shopping malls, bus depots, in clubs, or through friends or acquaintances who recruit students on school campuses.

How do I Identify a Victim of Human Trafficking?

Indicators that school staff should be aware of concerning a potential victim:

- Demonstrates an inability to attend school on a regular basis and/or has unexplained absences
- Frequently runs away from home
- Makes references to frequent travel to other cities
- Exhibits bruises or other signs of physical trauma, withdrawn behavior, depression, anxiety, or fear
- Lacks control over his or her schedule and/or identification or travel documents
- Is hungry, malnourished, deprived of sleep, or inappropriately dressed (based on weather conditions or surroundings)
- Shows signs of drug addiction
- Has coached/rehearsed responses to questions

Additional signs that may indicate sex trafficking include:

- Sudden change in attire, personal hygiene, relationships, or material possessions
- Uncharacteristically promiscuous or makes references to sexual situations or terms that are not age appropriate
- Has a “boyfriend” or “girlfriend” who is noticeably older
- Attempts to conceal recent scars

Additional signs that may indicate labor trafficking include:

- Expresses need to pay off a debt
- Expresses concern for family members’ safety if he or she shares too much information
- Works long hours and receives little or no payment
- Cares for children not from his or her own family

How do I Report a Suspected Incident of Human Trafficking? Refer to District policy, BUL-1347, *Child Abuse and Neglect Reporting Requirements*.



LOCAL LAW ENFORCEMENT SERVING LAUSD SCHOOLS

Below is a list of local law enforcement departments serving schools within Los Angeles Unified School District. When reporting suspected child abuse to local law enforcement: (1) call local law enforcement immediately or as soon as practically possible; and (2) file the written Suspected Child Abuse Report (SCAR) (SS 8572) to the same department called within 36 hours of the allegation.

CITY POLICE DEPARTMENTS

Bell Police Department

6326 Pine Avenue
Bell, CA 90201
(323) 585-1245

Los Angeles Police Department

100 W. First Street, Room 351
Los Angeles, CA 90012
(213) 486-0530

Culver City Police Department

4040 Duquesne Avenue
Culver City, CA 90230
(310) 837-1221 (dispatch)
(310) 253-6208 (station)

Monterey Park Police Department

320 W. Newmark Avenue
Monterey Park, CA 91754
(626) 573-1311

Gardena Police Department

1718 W. 162nd Street
Gardena, CA 90248
(310) 217-9670
(310) 323-7911 (dispatch)

San Fernando Police Department

910 First Street
San Fernando, CA 91340
(818) 898-1267 (non-emergency)

Hawthorne Police Department

12501 S. Hawthorne Blvd
Hawthorne, CA 90250
(310) 349-2700

South Gate Police Department

8620 California Avenue
South Gate, CA 90280
(323) 563-5400 (main)
(323) 563-5436 (dispatch)

Huntington Park Police Department

6542 Miles Avenue
Huntington Park, CA 90255
(323) 584-6254

Vernon Police Department

4305 S. Santa Fe Avenue
Vernon, CA 90058
(323) 587-5171



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT STATIONS

Carson Sheriff's Station

21356 S. Avalon Blvd.
Carson, CA 90745
(310) 830-1123

Century Sheriff's Station

11703 Alameda St.
Lynwood, CA 90262
(323) 568-4800

East Los Angeles Sheriff's Station

5019 E. Third St.
Los Angeles, CA 90022
(323) 264-4151

South Los Angeles Sheriff's Station

1310 W. Imperial Highway
Los Angeles, CA 90044
(323) 820-6700

Lomita Sheriff's Station

26123 Narbonne Ave.
Lomita, CA 90717
(310) 539-1661

Malibu/Lost Hills Sheriff's Station

27050 Agoura Rd.
Agoura, CA 91301
(818) 878-1808
(310) 456-6652

Marina Del Rey Sheriff's Station

13851 Fiji Way
Marina Del Rey, CA 90292
(310) 482-6000

West Hollywood Sheriff's Station

780 N. San Vicente Blvd.
West Hollywood, CA 90069
(310) 855-8850



CHILD ABUSE REPORTING INFORMATION SHEET

The Los Angeles Unified School District (District) has policies and procedures regarding the reporting of suspected child abuse or neglect to a child protective agency (e.g., Department of Children and Family Services, local law enforcement). This summary serves as a reference guide to those policies pertinent to the identification and reporting of suspected child abuse. In addition to this summary, employees should familiarize themselves with the District's policy, BUL-1347, *Child Abuse and Neglect Reporting Requirements*. Employees will be expected and are responsible to adhere to the District's policies regarding suspected child abuse reporting.

I. Law and Policy

California law and District policy provide that a District employee in his or her professional capacity or within the scope of his or her employment, that has knowledge of or observes a child whom the employee knows or reasonably suspects has been the victim of child abuse or neglect, shall report the known or suspected instance of child abuse to a child protective agency.

- All District employees are mandated to report suspected child abuse.
- Each District employee is individually responsible for reporting suspected child abuse.
- Reporting suspected child abuse to a principal, site administrator, school nurse, school counselor, co-worker, Los Angeles School Police Department (LASPD), or other person *does not relieve a mandated reporter of their duty to report to a child protective agency*.
- Suspected child abuse reports are confidential, however, the identity of an employee who reports suspected child abuse may be disclosed between designated child protective agencies, by court order, when needed for specified court actions, or if the employee waives confidentiality.

II. Definitions – “Child Abuse” includes the following:

- Physical Abuse – physical injuries such as bruises, welts, burns, cuts, etc.
- Sexual Abuse – sexual assault, sexual exploitation, molestation, human sexual trafficking, etc.
- Neglect – negligent treatment, or failure to provide adequate clothing, food, medical care, shelter, supervision, etc.
- Life Endangerment – any act by a person who willfully causes, inflicts or permits any child to endure cruel and inhuman corporal punishment, mental suffering, etc.

III. Child Abuse or Neglect Reporting Procedures

An employee suspecting child abuse or neglect must file a Suspected Child Abuse Report (SCAR):

1. If the employee has an emergent (urgent) SCAR to make (e.g., immediate risk of abuse, neglect, or exploitation or that the child is in imminent danger of harm or death), the employee must: (1) telephone report immediately or as soon as practically possible to a child protective agency; and (2) file a written report with the same agency within 36 hours of receiving the incident information.
2. If the employee has a non-emergent (non-urgent) SCAR to make (e.g., non-life threatening and non-emergency), the employee has an option to immediately or as soon as practically possible report to DCFS by using the one-step online “Child Abuse Reporting Electronic System” (CARES) offered by DCFS: reportchildabusela.org.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D

- DCFS – (800) 540-4000
- Los Angeles Police Department (LAPD) – Child Abuse Unit – (213) 486-0530
- Los Angeles County Sheriff's Department
- City police department serving the school

The SCAR (SS 8572) is available online through the DCFS website at <http://dcfs.co.la.ca.us/contactus/childabuse.html> or can be printed from LAUSD's website at <http://achieve.lausd.net/Page/1604>.

IV. Prohibited Actions

- a. Do not contact the child's or the alleged perpetrator's parent or guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- b. Do not conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- c. Do not report suspected child abuse to LASPD, as the law provides that LASPD is not a child protective agency.
- d. Do not remove or arrange clothing to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil.

V. District Employee Named as Alleged Perpetrator

- a. District officials may temporarily reassign an employee who has been named as an alleged perpetrator in a report of suspected child abuse.
- b. A District employee who is temporarily transferred or reassigned will be presumed innocent pending the outcome of the investigation and will have all appropriate due process rights.

VI. Consequences for Reporting or Failing to Report

- a. Failure to comply with these laws and policies may subject an employee: (1) to a misdemeanor punishable by up to 6 months in jail and \$1000 dollars fine; (2) to personal civil and criminal liability; and (3) to discipline, including dismissal and revocation of credentials.
- b. Generally, District employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.

FOR ASSISTANCE, CONTACT OFFICE OF THE GENERAL COUNSEL (213) 241-7600



SCHOOL

CHILD ABUSE OR NEGLECT REPORTING PROCEDURES SITE PLAN

An employee suspecting child abuse or neglect must file a Suspected Child Abuse Report (SCAR):

1. If the employee has an emergent (urgent) SCAR to make (e.g., immediate risk of abuse, neglect, or exploitation or that the child is in imminent danger of harm or death), the employee must: (1) telephone report immediately or as soon as practically possible to a child protective agency; and (2) file a written report with the same agency within 36 hours of receiving the incident information.
2. If the employee has a non-emergent (non-urgent) SCAR to make (e.g., non-life threatening and non-emergency), the employee has an option to immediately or as soon as practically possible report to DCFS by using the one-step online “Child Abuse Reporting Electronic System” (CARES) offered by DCFS: reportchildabusela.org.

_____ The SCAR form can be found on-line at reportchildabusela.org.

_____ Child Protective Agencies

DCFS - (800) 540-4000 (24 hours/7 days per week)

City police department (e.g., LAPD Child Abuse Unit– (213)486-0530) serving the school

_____ LA County Sheriff’s Department _____

_____ An employee may disclose to the principal/site administrator that the employee filed a SCAR; however, informing the principal/site administrator of the alleged inappropriate conduct is **mandatory** when the alleged perpetrator of the suspected child abuse is another employee, school related adult or a student. An employee informing an administrator or other person of the alleged inappropriate conduct has not fulfilled their individual responsibility to file a SCAR with a child protective agency.

_____ An employee may document the date and time the call is made, record the contact person’s name, title, and ID number, as well as the agency response or directive.

Date _____ Time _____

Title _____ ID Number _____

Agency Response/Directive _____

Contact Person _____

_____ The site administrator/designee is available to assist employees in meeting their mandated child abuse reporting responsibilities.

_____ The site administrator/designee will review with all employees twice a year (e.g., beginning of each semester) the District’s child abuse reporting policies.



LOS ANGELES UNIFIED SCHOOL DISTRICT

**EMPLOYEE ACKNOWLEDGEMENT OF SUSPECTED CHILD ABUSE
REPORTING DISTRICT POLICY AND LEGAL REQUIREMENTS**

1. I have been fully informed of my individual responsibility to report suspected child abuse as specified by District policy and state law.
2. I have received training on suspected child abuse reporting laws, child abuse reporting procedures, and my duties as a mandated reporter.
3. I understand that reporting suspected child abuse is my individual responsibility and that my failure to comply with child abuse reporting laws and/or LAUSD child abuse reporting procedures may subject me to professional liability, which may include discipline, demotion, dismissal, and the possible suspension or revocation of credentials, and criminal and/or civil liability.
4. I understand that, if I reasonably suspect that conduct by another LAUSD employee, other school related adult, or a student to another student may be an indication of suspected child abuse, I must report the suspected child abuse to an appropriate child protective agency, and I must inform my supervising administrator of the alleged inappropriate conduct.
5. I further understand that if, at any time during the course of my employment with LAUSD, I make a report of suspected child abuse consistent with District suspected child abuse reporting policy and procedures, I will be defended by the District against any actions or claims that may be made as a result of the report and that the District will pay all expenses associated with such defense.

I hereby certify that I have knowledge of the suspected child abuse reporting legal mandates, LAUSD child abuse reporting procedures, and that I will comply with them.

Name: _____
(Please Print)

Signature: _____

Employee Number: _____

Position: _____

School or Office Location: _____ Date: _____

**A COPY OF THIS CERTIFICATION MAY BE RETAINED
BY YOUR SCHOOL OR SITE ADMINISTRATOR**