

**Anonymous Email (Secondary)**

*You receive an email from an employee stating that he received an anonymous email alleging that Mave, a young and friendly campus aide worker, had written an inappropriate note to a female student describing her body parts and how he could help her family's undocumented immigration status. Mave is the principal's friend and is an outstanding worker. He is also loved by staff and students because of his helpful attitude. Mave's note was not included in the anonymous email and the female student was not named in the email.*

**Discussion Questions**

1. What immediate action would you take?
2. Do you need to see the actual note to have reasonable suspicion? What about to make a child abuse report?
3. How could or how does this situation become a violation of law or District policy?
4. What should an employee do if they think they observe a breach of professional boundaries by an employee?

**Keep in Mind****District Policy**

All employees with reasonable suspicion of child abuse or neglect *must* report the suspected abuse or neglect to a Child Protective Services Agency (CPSA) pursuant to the law and the *Child Abuse and Neglect Reporting Requirements* bulletin.

**Reasonable Suspicion Definition**

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.

**Clarifying Questions**

An employee who does not have reasonable suspicion of child abuse or neglect may ask clarifying questions to help with the employee's determination of reasonable suspicion. If an employee, however, does have reasonable suspicion of child abuse or neglect, the employee *must* file a SCAR without further clarifying. Also, an employee with reasonable suspicion *must* file a SCAR even if the CPSA states "handle it administratively."

**Required Steps for Filing a SCAR**

Filing a SCAR consists of two steps:

- (1) Telephone call *must* be made immediately, or as soon as practically possible to a CPSA; and
- (2) Written report *must* be filed with a CPA within 36 hours of receiving the information. The CPSA will either be the Department of Children & Family Services (DCFS) or the local law enforcement agency. Generally, SCARs are filed with DCFS if the alleged perpetrator is in the home, and if the allegations involve an out-of-home perpetrator (e.g.: employee), the SCARs are filed with local law enforcement (e.g.: LAPD). However, the CPSA, not the mandated reporter, is responsible for ensuring that the report gets to the appropriate agency (P.C. section 11165.9)