

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### **What to Report**

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

### **Who Must Report**

- If you work in a child care center, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your child care center.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in a child care center licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family or in the community should be reported to the local county social services agency at 218-333-4223 or local law enforcement at 218-333-9111.

### **Information to Report**

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

### **Failure to Report**

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

### **Retaliation Prohibited**

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - An employee for making a report in good faith; or
  - A child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

### **Staff Training**

- The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the child care center. The license holder must document the provision of this training in individual

personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.004, subdivision 14.

### **Provide Policy to Parents**

- For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request.

### **Internal Review**

- When Calvary Lutheran Christian Preschool (CLCP) has reason to know that an internal or external report of alleged or suspected maltreatment has been made, CLCP must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
  - related policies and procedures were followed;
  - the policies and procedures were adequate;
  - there is a need for additional staff training;
  - the reported event is similar to past events with the children or the services involved; and
  - there is a need for corrective action by the license holder

### **Primary and Secondary Person or Position to Ensure Reviews are Completed**

The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the Senior Pastor or their appointee, will be responsible for completing the internal review.

### **Documentation of the Internal Review**

CLCP must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

### **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.