

Kapolei Charter School by Goodwill Hawaii
Suspected Child Abuse or Neglect Reporting Policy
Hawaii Revised Statutes Chapter 350 (HRS §350)
Policy No. 512

PURPOSE:

The purpose of this policy is to define and establish the procedures to follow for reporting suspected child abuse and neglect incidents, in order to foster a positive and safe work and school environment.

POLICY:

1.0 Suspected child abuse and neglect Incident – Definitions

1.1 Under Hawaii law, abuse or neglect includes:

- Physical injury not consistent with explanation given
- Sexual exploitation or molestation
- Emotional harm impairing development
- Neglect of food, shelter, hygiene, or medical care
- Exposure to illegal drugs or trafficking

All school employees and affiliates are mandated reporters and must report any reasonable suspicion of abuse or neglect encountered during the course of their duties.

2.0 Reporting

- *Immediate oral report to the Department of Human Services (DHS):*
- *Oahu: (808) 832-5300*
- *Police Emergency: Call 911 if a child is in immediate danger*
- *Follow-up written report must be completed promptly*
- *Notify school director and Director of Operation*
- *Maintain confidentiality of all detail*

2.1 Any teacher, administrative personnel, or other employee of Kapolei Charter School who) suspect any abuse or neglect, as defined above has reasonable cause to believe abuse or neglect has been committed; occurring on campus, or other education premises, on KCS transportation, or during a school sponsored event on or off property, shall promptly report the incident to the KCS Director or a member of the administrative team.

2.2 Any teacher, administrative personnel, or other KCS employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §350-1.1.

- 2.3 Teachers, administrative personnel, or other KCS employees who fail to report as required may be disciplined. Disciplinary actions may include: (a) Oral warning; (b) Written warning; (c) Suspension without pay; (d) Demotion; or (e) Dismissal.
- 2.4 Any teacher, administrative personnel, or other KCS employee who is disciplined for failure to report shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.

3.0 Investigation

Upon receiving, the Director of Operations or School Director or a member of the administrative team shall work with authorities and support investigation.

4.0 Records

- 4.1 The Director of Operations or School Director or member of the administrative team shall record the incident information of the reported offense.
- 4.2 The following information regarding the incident shall be recorded: Individual completing report; date of report; by (name, contact information); date incident occurred; location of incident; type of incident; brief description of incident.
- 4.3 Documents relating to such incidents shall be maintained at the school for three years. No information about the incident, investigation, and the actions taken shall be communicated to any person not directly involved in the proceedings.