



**Serendipity
Center**
TEACH NURTURE EMPOWER

SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES

SUBJECT: Child Abuse Reporting

EFFECTIVE DATE: 2021; Revised October 2025

PURPOSE

To inform and educate: To inform all employees of the organization of the legal requirement to report suspected child abuse or neglect and of their immunity from civil or criminal liability for making a report.

To protect children: To protect children from abuse and neglect by ensuring that suspected cases are reported promptly to the appropriate authorities, leading to the child receiving the help they need.

To establish procedures: To establish clear and consistent procedures for all employees to follow when reporting suspected child abuse or neglect, including who to report to, what information is needed, and the required timelines.

To create a safe environment: To foster a safe and supportive environment for both children and staff by ensuring that potential harm is addressed and that staff feel supported in making a report without fear of reprisal

All employees are subject to the following policies, which are based on Oregon law regarding the prohibition of and response to allegations of abuse. All employees are required to read, understand, and comply with this policy and the Sexual Conduct or Abuse Policy. This Child Abuse Reporting Policy and Procedure applies to employees, and the Sexual Conduct or Abuse Policy applies to employees, contractors, agents, and volunteers. Serendipity complies with all laws regarding the reporting of suspected child abuse, including ORS Chapter 419B.

POLICY

All school employees, regardless of employee classification, are mandatory child abuse reporters. Under Oregon law, this means that any school employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child, must immediately report the abuse. Mandatory reporters are required to call Child Protective Services (CPS) or local law enforcement immediately to report child abuse. The CPS reporting number in Multnomah County is (503) 731-3100/ (800) 509-5439. After hours or on the weekends, employees can also call (855) 503- SAFE.

“Abuse” means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the

explanation given of the injury.

- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration, and incest.
- Sexual abuse.
- Sexual exploitation, including but not limited to:
 - Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and
 - Allowing, permitting, encouraging, or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor, or to engage in commercial sexual solicitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling to/from a person under 18 years of age.
- Permitting a person under 18 years of age to enter or remain in or upon the premises where methamphetamines are being manufactured
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subject a child to a substantial risk of harm to the child's health or safety.

Reports must be made immediately and, in any event, no later than the end of the school day on the day when the employee developed a reasonable cause to believe abuse occurred.

PROCEDURE

It is the responsibility of any staff member to report the facts of suspected child abuse to the case manager, the treatment director, or the principal, immediately. The staff member who suspects, observes signs, or becomes aware of any of the following should submit an incident report immediately.

After the incident report is written, the mandatory reporter will, with the assistance of the clinical case manager, treatment director, or principal, report the incident to the Child Abuse Hotline for the county where the child resides. Notes should be made regarding the time of the call and the name of the hotline worker responding to the call, as well as any comments from the hotline concerning follow-up plans. Case managers must notify the principal/treatment director immediately, to ensure the school office is ready to receive caseworkers and/or law enforcement officials.

In all cases, it is imperative that a call be placed to the Child Abuse Reporting Hotline as quickly as possible, to ensure as much time is remaining in the school day for Child Welfare officials to begin their investigation while the child is at school.

The Child Abuse Hotline will communicate with the appropriate police department to coordinate response services for each situation. The case manager, principal, or treatment director may request information on what action will be taken.

If an employee makes a report of child abuse involving a student, the employee is required to submit a written, detailed account of the call to the treatment director, who keeps a log of such calls. Once a report is made, the reporter should not discuss it with anyone except the treatment director, unless specifically directed to do so by the treatment director, law enforcement, or other authority. Employees are not permitted to disclose to the student's parents or the person suspected of abuse that a report was made.

Child abuse and sexual conduct by employees of Serendipity is strictly prohibited and will not be tolerated. If a report or concern about child abuse is raised about an employee, and Management determines that there is reasonable cause to support a report that an employee engaged in child abuse, the employee will be placed on paid administrative leave pending further investigation and resolution of the matter in accordance with the Sexual Conduct or Abuse Policy.

Violations of this policy may result in disciplinary action up to and including dismissal.

Anyone with questions about this policy should notify Serendipity's compliance manager at:

kristinh@serendipitycenter.org or contact us by mail at:

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