



PART-TIME RECREATION EMPLOYEE

Appendix B -
Child Abuse Reporting



**MILWAUKEE
PUBLIC SCHOOLS**

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GUIDELINES FOR REPORTING ABUSE OR NEGLECT OF CHILDREN

The Milwaukee Public School District recognizes its legal and ethical obligation in the detection and reporting of suspected child abuse and neglect. When there is reasonable cause to believe a child has been abused or neglected, school personnel must act in accordance with Wisconsin statutes and report incidents to duly constituted authorities. As a matter of policy if there is any doubt or question of whether to report such cases the matter will be resolved in favor of the child’s safety and will be reported to the Bureau of Milwaukee Child Welfare (BMCW).

DEFINITIONS OF “ABUSE” AND “NEGLECT”

Under Wisconsin’s child abuse reporting law, “abuse” means any of the following:

- Physical injury inflicted on a child by other than accidental means.
- When used in referring to an unborn child, serious physical harm inflicted on the unborn child, and the risk of serious physical harm to the child when born, caused by the habitual lack of self-control of the expectant mother of the unborn child in the use of alcohol beverages, controlled substances, or controlled substance analogs, exhibited to a severe degree.
- Sexual intercourse or sexual contact in violation of specified criminal statutes.
- Sexual exploitation of a child.
- Permitting, allowing, or encouraging a child to engage in prostitution.
- Causing a child to view or listen to sexual activity in violation of state law.
- Exposing genitals or pubic area to a child or causing a child to expose genitals or pubic area in violation of state law.
- Manufacturing methamphetamine in violation of state law, under any of the following circumstances:
 - With a child physically present during the manufacture.
 - In a child’s home, on the premises of a child’s home, or in a motor vehicle located on the premises of a child’s home.
 - Under any other circumstances in which a reasonable person should have known that the manufacture would be seen, smelled, or heard by a child.
- Emotional damage for which the child’s parent, guardian, or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.

[s. 48.02 (1), Stats.]

“Neglect” means the “failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.” [s. 48.02 (12g), Stats.]

Physical and sexual abuse may be caused by any person, regardless of the person’s relationship to the injured child. In contrast, both neglect and emotional damage are actions that are specific to certain caregivers, as specified by the child abuse reporting law.

Mandated Reporters

Wisconsin State Law under the Children’s Code mandates the reporting of both CHILD ABUSE and NEGLECT and reads, in part, as follows:

ALL EMPLOYEES of public school districts are required to report suspected child abuse or neglect. Specifically, state law requires individuals in the following occupations to report suspected child abuse or neglect of a child seen in the course of professional duties:

- school teacher; school administrator; school counselor; school employee (not otherwise specified in statute); speech-language pathologist; nurse; physical therapist; physical therapy assistant; occupational therapist; medical or mental health professional (not otherwise specified in statute); social worker; professional counselor; physician; coroner; medical examiner; dentist; chiropractor; optometrist; acupuncturist; marriage and family therapist; public assistance worker, including a financial and employment planner, as defined in Wis. Stat. sec. 49.141(1)(d); mediator under Wis. Stat. sec. 767.405; child-care worker in a day care center, group home, as described in Wis. Stat. sec. 48.625(1m), or residential care center for children and youth; day care provider; alcohol or other drug abuse counselor; member of the treatment staff employed by or working under contract with a county department under Wis. Stat. sec. 46.23, 51.42, or 51.437 or a residential care center for children and youth; dietitian; audiologist; emergency medical technician; first responder; a police or law enforcement officer; a court-appointed special advocate; and, in some circumstances, a member of the clergy, Wis. Stat. sec. 48.981(2).

School districts, through their local policies, may choose to extend the expectation to report suspected abuse to contracted school staff (e.g., bus drivers). The law also provides immunity from any liability, civil or criminal, that results by reason of the action for any person or institution participating in good faith in making a report of a suspected abused or neglected child. In addition, any reports and records made and maintained by government agencies and other persons, officials or institutions must be kept **confidential**. The person or agency maintaining the written reports may not disclose any information that would identify the reporter or the subject of the report.

**Further details/information can be found at <http://www.dpi.wi.gov/sspw/pdf/sswchildabuse.pdf>

If the school leader or other school staff members are contacted by the media or other unauthorized persons regarding a case of child maltreatment, they should explain that state law prohibits the release of information regarding the alleged abuse or neglect of children.

Reporting Procedures

1. Any MPS employee who has reasonable cause to suspect that a child they have seen as part of their work has been abused/neglected or has been threatened with abuse or neglect and they believe it will occur, **shall**:
 - a. Make an immediate report to the Bureau of Milwaukee Child Welfare (BMCW):
220-SAFE; 220-7233
Spanish speaking interpreters are available by calling: 647-9990
AND/OR
 - b. Make an immediate report to the Milwaukee Police Department: 935-7402
(MPD/Sensitive Crimes): **(emergency) 911**
2. If it is suspected that a child is in imminent danger (i.e., left alone or unsupervised, in need of immediate medical assistance, in an actively violent situation or at immediate risk of further harm) the reporting person should call 911 to facilitate the quickest and most appropriate response. Do not allow the child to leave the school. The child should remain at school under the school leader's supervision.

3. *It is not necessary to confer with or seek the permission of the school leader or other supervisory staff before making the report, but after the initial report is made to the BMCW or MPD, the school leader is to be informed as soon as possible.*
4. *The initial reporting staff person shall complete the reporting form (School Report - Suspected Abuse/Neglect). Once the school leader knows of the suspected child abuse or neglect, he/she also becomes a mandated reporter. Both the initial reporter and the school leader may be subject to legal penalties for not reporting.*
5. *This form should be distributed as indicated. It is important that the facts of the incident be kept confidential and are not reported to any unauthorized external source (e.g., the media).*

Follow-up Procedures for Cases of Abuse and Neglect

1. The school social worker shall maintain all information regarding the case until the matter is concluded and shall coordinate follow-up services within the school system. The school social worker shall keep the initial mandated reporter and the school leader informed of the results of the Bureau of Milwaukee Child Welfare /Law Enforcement investigation and shall monitor the child's progress in school.
2. In the case of abuse or neglect and a child has been taken from school by the Bureau of Milwaukee Child Welfare or Law Enforcement, the school leader shall obtain the name of the person taking the child and copy the identification badge. The administrator is not to notify the parent of the removal. If the administrator is contacted by the parent/legal guardian, the parent or legal guardian should be advised to contact the appropriate agency for further information, either BMCW or MPD, but shall **NOT** give that information to the parent or legal guardian of the child. That information is confidential and shall only be released by the BMCW or MPD.
3. In the case of peer sexual contact, the school leader/designee shall **NOT** *inform* the parent or legal guardian as to the *identity of the juvenile participant(s) in the incident*. That information is confidential and shall be released only to the BMCW or the MPD. Suspension and referral to the Department of Family Services are required disciplinary actions in a peer sexual contact case. The suspension should state, "inappropriate sexual contact behavior."
4. School psychological services and school social work services are available for students and parent/guardians, as deemed appropriate.

MANDATORY TRAINING AND CERTIFICATE COMPLETION FOR ALL SCHOOL EMPLOYEES

All Part-Time Recreation staff must view the ***Mandatory Reporting of Child Abuse and Neglect - Training for All School Employees*** [webcast](#) and submit the certificate of completion within two (2) weeks of hire.

This webcast is available to be viewed at any time and is 16 minutes in length. It is preferable that staff view the video via Employee Self Service on the MPS Portal and use their MPS staff login to access the webcast so the district can track participation. For those individuals without access to the MPS Employee Self Service, the video can be viewed via the Department of Public Instruction website at: https://media.dpi.wi.gov/sspw/av/child-maltreatment-part-1/story_html5.html

To fulfill this training requirement, the Recreation Department offers two choices; each facilitated by the full-time supervising staff at his/her community center:

1. Staff can elect to complete the viewing on their own time. At the end of the webcast, participants will be able to print out/email a dated completion certificate to document their viewing of the training. The employee must type his/her name in the available space on the certificate (see Appendix K: Forms for a sample) and submit the completed certificate to his/her Recreation Supervisor for submission into the employee's personnel file. **Deadline: within two (2) weeks of hire**
2. Staff can elect to use a computer located at one of the community centers during their work time, or a structured time provided by the full-time supervising staff member (before/after shift begins, during a slow shift time, etc.). After viewing the video, the staff member should print the completion certificate as indicated in #1 above (or email to supervisor if no printer is available). **Deadline: within two (2) weeks of hire**

Note: Failure to fulfill this requirement within the stated timeframe may result in termination.