

CHILD ABUSE INVESTIGATION PROTOCOL FAQ

In order to interview a student about allegations of child abuse or neglect, the CPS worker or police officer must fill out the Child Abuse Investigation form, check one of the applicable boxes (court order or warrant, parental consent, or exigent circumstances), and must sign and date the form. Please keep a record of the form in a separate file. Do not place the form in the student's cum folder.

FREQUENTLY ASKED QUESTIONS

Does the school fill out the Investigation Form?

No. The CPS worker or police officer must fill out the form, selecting at least one of the three boxes, and must sign and date the form.

Does the school need to see and/or maintain a copy of the court order or written proof of parental consent or exigent circumstances?

No. The purpose of the form is for the CPS worker or police officer to verify in writing that s/he has completed the necessary procedures to interview the student, which may include a court order or warrant, parental consent or exigent circumstances. The CPS worker or officer must select at least one of these boxes and sign and date the form before s/he can interview the student. The school does not need to see or keep a copy of a written document.

Does the school need to determine whether the CPS worker or officer has exigent circumstances?

No. The school does not need to assess whether the officer or CPS worker has "exigent circumstances." The purpose of the form is to require the CPS worker or police officer to verify in writing that they have one of these 3 things (court order, parental consent, or exigent circumstances). It is not the school's responsibility to judge whether their circumstances are truly exigent—this is something that the CPS worker or officer must determine, based on the results of their confidential investigation.

If the school filed the CPS report, do we still require the CPS worker or police officer to fill out the form?

Yes. The form is required regardless of who made the CPS report.

Where do I keep the form?

The administrator should keep the form in a separate file for information about child abuse reports and/or investigations. This file should be stored in a secure location that is only accessible to the principal. Information about child abuse reports or investigation forms should not be placed in the student's cum.

Is this form required for all interviews of students by police?

No. This form is used when a CPS worker or police officer seeks to interview a student to investigate potential child abuse or neglect. Other interviews by police must comply with the process outlined in the Safe Schools Resolution adopted by the Board of Education. The Safe Schools Resolution requires the school to call the parent/guardian (on all numbers listed on the emergency card) before an officer interviews a student. The school must also give the parent/guardian a reasonable opportunity to come to the school to be present for the interview. (See page 69(D) of 2009-2010 Student Handbook).