

Rainbow House
1611 Towne Drive, Columbia, MO 65202

Child Abuse/Neglect Reporting Procedure

Purpose: Staff is responsible for the care and well being for children seen at Rainbow House. Any suspected incidence of child abuse is to be reported according to personnel policy and the established reporting guidelines.

Definitions as related to this policy:

Abuse – “any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.” For the purpose of reporting abuse, the term “abuse” is not limited to a person responsible for the child’s care, custody, and control but shall also include abuse inflicted by any other person.

Neglect – “failure to provide, by those responsible for the care, custody, and control of the child, the necessary support, education as required by law, nutrition, or medical, surgical, or any other care necessary for the child’s well being.”

Child – “any person, regardless of physical or mental condition, under eighteen years of age.”

Mandated Reporters:

Missouri law states, “when any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social workers, day care center worker, or other child care worker, juvenile office, probation or parole officer, teacher, principal, or other school official, Christian Science practitioner, peace officer, or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division.”

The staff at Rainbow House as childcare workers must report any suspected child abuse as a mandated reporter.

Procedure for Care of Child

1. If there is any evidence of physical harm and a child is in emergent need of medical care, staff will call 911.
2. If there is any evidence of physical harm that does not require emergent response, the child will be taken to their medical provider for examination.

Procedure for Reporting:

1. Child abuse/neglect reports are made to the Division of Family Services hotline 800-392-3738.
2. If the circumstances reflect an imminent danger to a child or an adult, the police department will be contacted at 911 and a request for immediate assistance made.
3. When filing a report with DFS the following information will be provided:
 - a. Name and addresses of the child, the parents, and other persons responsible for the child’s care,
 - b. Child’s age, sex, and race
 - c. Nature and extent of the child’s injuries, abuse, or neglect, including any evidence of previous

injuries, abuse, or neglect to the child or siblings

- d. Name, age, address and other known information of the person responsible for the abuse and neglect.
- e. Any family or other information that might be helpful.
- f. Reporting persons name, address, phone, and occupation
- g. Any action taken in response such as medical exam, photographs, etc.

4. When staff has made certain all children are safe and emergency reports have been made, they must immediately notify their respective coordinator. The coordinator is responsible for an immediate notification to the Executive Director.

5. Staff filing the report will fully document incident and all information pertinent to the report in the child's file. All dates, times, and explanation of circumstances will be included.

6. Reporting person and any other Rainbow House staff that was a witness will complete a Critical Incident Report.

Staff Responsibilities/Information

1. Staff must be aware that only a law enforcement office or physician may take emergency temporary protective custody. The Juvenile Office through the Family Court may also issue temporary protective custody.
2. Any legally recognized privileged communication, except that between attorney and client, shall not apply to report as required. (RSMO chapter 210)
3. Staff will attend an annual training regarding child abuse/neglect reporting procedures.

Suspected Child Abuse/Neglect of Child by Staff/Volunteer

1. In case of alleged child abuse or neglect while a child is in care at Rainbow House, all care for the child and legal reporting procedures will be followed as for any other situation.
2. The DFS Regional Licensing Consultant must receive an oral report within 24 hours of the incident and a written report with follow up plan within five working days.
3. The Executive Director must be notified immediately.
4. The employee/volunteer may be suspended with or without pay at the discretion of the Executive Director based on the severity of the allegation. The safety of the children will be of first consideration and an employee/volunteer who has threatened the safety of a child will not be assigned to work directly with children until the investigation is completed.
5. The Executive Director and supervisor will conduct an internal investigation of the alleged incident. If the Executive Director is involved in the incident, the Board President and Vice President will be notified and will conduct the investigation. A written report of the investigation will be submitted to DFS within 5 working days of the alleged incident. If probable cause is determined, the written report will include corrective action taken by Rainbow House.

Summary of Process:

1. Be sure the child is safe and has proper medical care
2. Notify the police if any danger or imminent risk remains for a child
3. Notify the immediate supervisor
4. Supervisor notifies Executive Director
5. Hotline when needed (1-800-392-3738)
6. For children in residence, the Shelter Coordinator telephones report to Regional Licensing Consultant within 24 hours (573-751-4920 or 751-4953) and informs the Executive Director that report has been completed.
7. Executive Director informs Board President
8. Relevant information reported in child's file

- 9. Critical Incident Report completed
- 10. Internal investigation and corrective action taken
- 11. Written report of investigation and corrective action sent to DFS licensing unit

I,(print name) _____, verify I have read and understand the Rainbow House Child Abuse/Neglect Reporting Policy.

Signed: _____ Date: _____