

WHY? By law, all Edmonds College employees must report child abuse at the first opportunity, and never later than 48 hours after the employee has reasonable cause to believe that a child has suffered abuse or neglect.

WHO? All employees, including student employees, must make any report directly to 1-866-363-4276, Washington State's toll-free, 24 hour, 7 day-a-week hotline that will connect you directly to the appropriate local office to report suspected child abuse or neglect. Call this number AFTER you fill out the information below.

HOW? Complete this form with as much information as you know as soon after the event as possible. Do NOT question the child or parent/guardian. Encourage others who have witnessed anything to make their own reports. Afterwards, using the space provided, make notes about any questions the intake worker (the person who took your report when you called the hot-line) asked you. Keep a copy of this report for your files and give a copy to the Vice President of Finance and Operations.

EMPLOYEE INFORMATION

YOUR NAME _____ JOB TITLE _____

DEPARTMENT _____

CHILD INFORMATION

CHILD'S NAME _____ CHILD'S AGE _____

NAME OF CHILD'S PARENT(S)/GUARDIAN(S) _____

ADDRESS OF CHILD'S PARENT(S)/GUARDIAN(S) _____

CONTACT INFORMATION FOR CHILD'S PARENT(S)/GUARDIAN(S) _____

INCIDENT INFORMATION

DATE OF INCIDENT (ESTIMATED OR ACTUAL) _____

HOW DID YOU BECOME AWARE OF THE INCIDENT?**NAMES AND CONTACT INFORMATION FOR OTHER WITNESSES, IF ANY.**

INCIDENT INFORMATION (CONTINUED)

WHAT IS THE REASON FOR THIS REPORT? (INJURY? NEGLIGENCE? SEXUAL ABUSE? INCLUDE A DESCRIPTION AND EXPLANATION OF THE NATURE AND EXTENT OF THE HARM.)

IS THERE ANY EVIDENCE OF PREVIOUS INJURY? IF YES, INCLUDE A DESCRIPTION AND EXPLANATION.

WHO IS THE ALLEGED PERPETRATOR(S)? PLEASE INCLUDE NAME, RELATIONSHIP TO THE CHILD, AND ANY CONTACT INFORMATION.

LIST ANY OTHER INFORMATION THAT MAY BE HELPFUL IN ESTABLISHING THE CAUSE OF HARM TO THE CHILD.

DATE AND TIME REPORT WAS MADE TO THE HOTLINE _____

IN THIS SPACE, WRITE NOTES ABOUT YOUR RESPONSES TO THE HOTLINE INTAKE WORKER'S QUESTIONS TO YOU.

AGENCY REFERRED TO _____

AGENCY NAME AND CONTACT INFORMATION _____