



CITY OF MILTON PARKS & RECREATION POLICY ON SUSPECTED CHILD ABUSE REPORTING

February 25, 2013

PURPOSE

To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by Georgia state law.

INTRODUCTION

Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a child has been abused are required by Georgia state law to report or cause reports of that abuse be made to the proper authorities.

HOW TO REPORT CHILD ABUSE

- A. If the child is in immediate danger:
1. Call 911 immediately.
 2. Once the police have been contacted, notify your immediate supervisor.
 3. The immediate supervisor will notify the City of Milton Parks and Recreation Director or, in the absence of the Director, the City of Milton Program Coordinator.
 4. The employee or volunteer who made the initial observation will complete a written Report of Suspected Child Abuse/Neglect and submit to DFCS within 24 hours.
- B. If the abuse is not actively on-going and the child is not in immediate danger:
1. Notify your immediate supervisor.
 2. The immediate supervisor will notify the City of Milton Parks and Recreation Director or, in the absence of the Director, the City of Milton Program Coordinator.
 3. The employee or volunteer who made the initial observation will contact the Department of Family and Children Services.
 - i. On Monday – Friday between the hours of 8:00 AM and 5:00 PM, contact the Fulton County Service Center DFCS office at 404-206-5600.
 - ii. At all other times, contact the DFCS Child Protective Services (CPS) After-Hours Call Center at 1-855-GA CHILD (1-855-422-4453).
 4. The employee or volunteer who made the initial observation will complete a written Report of Suspected Child Abuse and submit to DFCS within 24 hours.



SUSPECTED CHILD ABUSE REPORTING

WRITTEN REPORT OF SUSPECTED CHILD ABUSE

Employees and volunteers who have reasonable cause to believe that a child has been abused shall complete the Report of Suspected Child Abuse (See attached form) for submittal to the Department of Family and Children Services within 24 hours of filing an oral report.

TRAINING

All employees and volunteers who interact closely with children through their work, including but not limited to, camp counselors, class instructors and youth sports coaches will receive training, as a part of their orientation, on the signs of abuse and how to report it.

Such training will include:

1. An overview of the Georgia state law on Mandatory Reporting of Child Abuse,
2. Definitions and indicators of child abuse according to the Georgia Department of Human Resources,
3. Procedures as outlined in this policy for reporting suspected child abuse,
4. Directions on how to complete and submit the written Report of Suspected Child Abuse.