1. **MANDATORY REPORTING- CHILD ABUSE & NEGLECT REPORTING**In accordance with Utah law and administrative rule ([UCA 62A-4a-403](https://le.utah.gov/xcode/Title62A/Chapter4a/62A-4a-S403.html) and [UAC R277-401-3](https://rules.utah.gov/publicat/code/r277/r277-401.htm#E3)), Renaissance Academy requires any school employee who has reason to believe a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, to immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Service (DCFS).

**Reporting Procedures**

* + 1. If there is reason to believe that a child may have been subjected to abuse and/or neglect, an oral report shall be made immediately by the school employee to the nearest peace officer, law enforcement agency, or to DCFS. The employee shall also give a verbal report to the Executive Director and/or the Dean of Students and Families immediately thereafter. However, a report to Administration does not satisfy the employee’s statutory obligation to report abuse to law enforcement or DCFS.
		2. Within twenty-four (24) hours of the initial report to law enforcement or DCFS, the reporting party shall submit a completed copy of the Child/Student Abuse-Neglect Report Form to the Executive Director. The Executive Director will keep the form in a file separate from the student’s permanent file.
		3. Employees may (but are not required to) gather information about suspected abuse or neglect from the child only to the extent necessary to determine whether a reportable circumstance exists. Such an investigation shall stop once a reasonable belief of abuse and/or neglect is established.
		4. School employees shall not contact the child's parents, relatives, friends, or neighbors to determine the cause of the injury and/or apparent neglect. The Executive Director or Dean of Students and Families may make an exception to this provision on a case-by-case basis.
		5. Should a parent contact any school representative regarding child abuse reports, school personnel shall not confirm or deny that a report has been made or an investigation is underway. Employees should refer the call to law enforcement or DCFS.
		6. All school employees shall cooperate with DCFS and authorized law enforcement employees investigating reports of alleged child abuse and neglect.
		7. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions. ([UCA 62A-4a-410](https://le.utah.gov/xcode/Title62A/Chapter4A/62A-4a-S410.html))