

**Child Abuse and Neglect Form**

**Please complete the form as soon as possible and send the form to the Office of Student Services within 24 hours.**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

County of Residence \_\_\_\_\_

Parent/Custodian Name(s) \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

1. Nature and extent of the child's injuries or evidence of neglect or molestation:
  
2. Describe any evidence of previous known or suspected abuse or neglect to the child or to the child's sibling:
  
3. Name and addresses of the persons responsible for the suspected abuse or neglect, as reported by the child:
  
4. Action taken by school:
  - A. School personnel consulted (indicated personnel with whom you shared the suspected neglect or abuse)
  
  - B. Date and time of the call to Children's Services and police department:  
Name(s) of the person(s) to which information was given:
  
  - C. Other

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Original: Building Principal/Grade Level Assistant Principal  
Copies: Student Services Director  
Student's School Counselor

## PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

In accordance with the Ohio Revised Code (Section 2151.421), school employees are obligated to report cases of suspected child abuse or neglect. The statute provides that any person who participates in making a report of child abuse or neglect is immune from any civil or criminal liability that might be incurred as a result of the report.

The procedures outlined below have been established to provide for a systematic and efficient method for processing suspected cases of child abuse or neglect within the Princeton City School District.

1. Employees having knowledge of a case of suspected child abuse or neglect must report directly to the appropriate agency listed below and employees must also inform the principal or a designee.
  2. The principal will use the assistance of the nurse, counselor or social worker to help when necessary.
  3. This team of professionals will work to resolve the immediate crisis.
  4. Upon making the referral to the appropriate agency, the employee must complete the district Child Abuse and Neglect Form. The following information is to be included on the form:
    - The name and address of the child suspected of being abused or neglected.
    - The age of the child.
    - The name and address of the parent or caretaker of the child.
    - The reason(s) for suspecting that the child is being abused or neglected.
    - The name of the person suspected of abusing or neglecting the child.
    - Any other appropriate information.
    - The report may be made anonymously; however, if a name is given, the investigators are able to get additional information if necessary.
- Agencies to be contacted include:
- Students residing in **Hamilton County** – 241-KIDS
  - Students residing in **Butler County** - 513-867-4055 or 800-325-2685
  - Students residing in **Warren County** – 513-695-1558
  - If necessary, the police department having jurisdiction in the area where the child resides
5. The original copy should be sent to the building principal/grade level principal with a copy sent to the Director of Student Services.