



# Family Service Rochester

## MALTREATMENT OF MINORS MANDATED REPORTING POLICY

### I. Policy

It is the policy of Family Service Rochester to protect the children served by this Agency whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse.

### II. Procedures

#### A. Who Should Report Child Abuse and Neglect

1. All employees, volunteers, and interns are considered mandated reporters by this agency.
2. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately make a report to an outside agency. Immediately means as soon as possible but in no event longer than 24 hours.

#### B. Where to Report

1. If you know or suspect that a child is in immediate danger, you must call 911.
2. All reports concerning suspected abuse or neglect of children must be made to your direct supervisor within 24 business hours.
3. If your direct supervisor is involved in the alleged or suspected maltreatment, the report must be made to the Executive Director, Scott Maloney.
4. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Olmsted County Child Protective Services at (507) 328-6400 or local law enforcement at (507) 328-6750. If the alleged incident occurred outside of Olmsted County, the report will be made to the appropriate county and or local law enforcement agency.
5. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.
6. DHS will be notified if the alleged abuse or neglect was caused by an employee.

#### C. What to Report

1. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are attached to this policy.
2. A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within this Agency, the report should include any actions taken by this Agency in response to the incident.
3. An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

#### **D. Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services.

#### **E. Retaliation Prohibited**

This Agency, as employer of any mandated reporter, must not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

#### **F. Internal Review**

1. When this Agency has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the Agency must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care.
2. The internal review must include an evaluation of whether:
  - a. related policies and procedures were followed;
  - b. the policies and procedures were adequate;
  - c. there is a need for additional staff training;
  - d. the reported event is similar to past events with the children or the services involved; and
  - e. there is a need for corrective action by the license holder to protect the health and safety of children in care.

#### **G. Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the reporting staff member's direct supervisor. If this individual is involved in the alleged or suspected maltreatment Scott Maloney, Executive Director, will be responsible for completing the internal review.

**H. Documentation of the Internal Review**

The Agency must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

**I. Corrective Action Plan**

Based on the results of the internal review, the Agency must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

**J. Staff Training**

The Agency must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The Agency must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Policy reviewed and authorized by:

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Print name & title	Signature
Date of last policy review: _____	Date of last policy revision: _____

Legal Authority: Minn. Stat. §§§§ 626.556; 245A.66; 245A.04; subd. 14, 245D.09; subd. 4 (5)