

**ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM**  
**CHILD ABUSE AND NEGLECT POLICY**

**Procedures for reporting child abuse and neglect:**

- 1. You must make the phone call, then inform the building principal, and then your manager.**

**\*Exception:** Merit and Jimtown. If you are reporting child abuse or neglect from one of those locations, please inform the Lafayette manager immediately.

- 2. Any staff person who observes an injury on a child which they suspect was not caused by accidental means, MUST IMMEDIATELY call the Division of Family and Children/Child Protective Services (DFC/CPS) at 1-800-800-5556. You will need to speak to a Child Protective Service Intake Worker and report the child's abuse or neglect.**
- 3. Head Start personnel reporting must complete the Child Abuse Reporting form and email it to the Head Start office, CPS@headstartesj.com immediately. If any follow-up information is needed by DFC/CPS, this record keeping will aid the effort.**
- 4. If you suspect a child is suffering from neglect, notify your Head Start manager immediately.**

**It is mandatory to report child abuse and neglect immediately!**