

# ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM

## CHILD ABUSE AND NEGLECT POLICY

2023-2024

### Procedures for reporting child abuse and neglect:

1. You must make a 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 as well.

2. Any staff member 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.

3. Head Start personnel reporting must complete the Child Abuse Reporting form and email it to the Head Start office, [CPS@headstartesj.com](mailto: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!**