

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 these locations, please inform the Lafayette Manager immediately as well.**
2. **Any staff person who observes an injury to 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. **If Law Enforcement MUST be called you need to contact Dr. Kathy Guajardo immediately prior to making that call to Law Enforcement to inform her of the severity of the situation.**
4. **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.**
5. **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!