



Elkhart & St. Joseph Counties Head Start Consortium
Child Abuse Reporting Form

Fill in every blank completely & email to Head Start Office immediately after calling in a report.
Email to: CPS@headstartesj.com

Reporting Numbers for Division of Family and Children/CPS

1-800-800-5556

Manager/Transportation/Principal signature: _____

Executive Director

Date Received/Approved

Child's Name:	Birthday:
Head Start Center:	Room #: Date:
Referral Made by (Name):	Position:

TIME: _____

REASON FOR REPORT: _____

OTHER PERTINENT INFORMATION: (HEALTH CONSIDERATION, SOCIAL, SERVICE, IMPLICATIONS, ETC.)

TIME THE WAS CALL WAS MADE TO CPS: _____

ACTION TAKEN: _____

Signature

Date Submitted

DCS PERSON YOU SPOKE TO: _____

HEAD START OFFICIAL(S) NOTIFIED (i.e., Principal, Manager, Executive Director): _____

PARENTS' NAME: _____

ADDRESS: _____

TELEPHONE NUMBER(s): _____

Procedures for reporting child abuse and neglect:

1. You must make a phone call, then inform the building principal, and then your manager.
2. Any staff member 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).
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. The reporting staff 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. The first notified Manager must call and provide all information to the Operations Manager for further actions.
5. If you suspect a child is suffering from neglect, notify your Head Start manager immediately.