

Instructions For Reporting Child Abuse or Neglect

Valley Life Charter Schools



The Suspected Child Abuse Report (SCAR) Form can be found online at Tulare County Child Abuse Prevention Council's website [Tularecountycapc.org], on our school's website under *staff links > office docs* OR in your blue procedure folder.

Step 1: Have all pertinent information that you can gather available, prior to placing the telephone report (e.g., the child's name, address, telephone number, names of parents and siblings, etc.)

Step 2: For reporting neglect or emotional abuse, call the report immediately to the appropriate children's protective services.

- o Child Welfare Services – Visalia (800) 331-1585 (available 24/7)

For reporting life threatening situations, call in the report immediately to the appropriate law enforcement office.

- o Visalia Police Department (559) 734-8116
- o Tulare County Sheriff Department (559) 636-4625
- o You do not need to place a call to CPS at this time, however, you still need to fill out the paper form and fax it to CWS.

Step 3: Complete "Suspected Child Abuse Report" form within 36 hours of calling Police and Child Welfare Services. In part B of the CPS form, document date and time call is made, contact person's name, title, position, I.D. number, response or directive of contact person. If reporting with another individual, you can submit one document with both signatures.

Step 4: Notify the principal that a report has been made (not legally required but best practice).

Step 5: Provide a copy of the form to Tulare County Child Welfare Services by fax: (559) 749-9811 OR by mail: P.O. Box 671 Visalia, CA 93279. Keep a copy for yourself (DO NOT PUT COPY IN CUME FOLDER.)

YOU HAVE 36 HOURS FROM THE TIME YOU SUSPECT ABUSE OR NEGLECT TO REPORT IT TO CPS BY PHONE. FROM THE TIME YOU REPORT IT TO CPS, YOU HAVE 36 HOURS TO FAX THE DOCUMENTATION TO CWS. YOU MUST STAY WITHIN THIS TIMELINE IN ORDER TO AVOID PENALTIES.