

## REPORTING SEXUAL CHILD ABUSE OR NEGLECT

All employees, who in their official or professional capacity, have reason to suspect that a child is an abused or neglected child, are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

Please use this link to report instances of child abuse or neglect: [Abuse & Neglect - Virginia Department of Social Services](#)

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Purpose: The purpose of this policy is to recognize the responsibility of the Virginia Community College System to provide a safe environment for children and to comply with relevant state laws related to the mandatory reporting of suspected child abuse or neglect.

### 3.14.6.0 Definition from [Code of Virginia §63.2-100](#)

Abused or Neglected Child: Any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury, or allows such an injury;
- Allows a child to be present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care;
- Abandons the child;
- Neglects or refuses to provide adequate supervision in relation to a child's age and level of development;
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material.

### 3.14.6.1 Coverage of Personnel

All employees of the VCCS are covered by this policy.

### 3.14.6.2 Policy Requirement:

All employees, who in their official or professional capacity, have reason to suspect that a child is an abused or neglected child, are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

### 3.14.6.3 Procedures

1. Each college will designate an office to be responsible for Child Abuse and Neglect Reporting.
2. The designated office will develop a communication plan which includes an initial communication of the policy to employees and the inclusion of the policy in the new employee orientation programs for all employees. Policy details should also be placed on the college website.
3. Communications must include the following information:
  - a. Definitions of Child Abuse and Neglect
  - b. Where to Report Suspected Abuse Including Specific Phone Numbers
  - c. Information will include the Local Department of Social Services, Department of Social Services (DSS) toll-free child abuse and neglect hotline (1-800-552-7096), State Child Abuse HotLine, and the number of the college office of responsibility. Reporting information should also note the employee's supervisor as a reporting source.
  - d. Explanation of Employee Responsibility
  - e. All employees are responsible for reporting suspected child abuse. If a report is made to the designated college office, that office will forward the report to the Department of Social Services. Employees shall make available any information, records, or reports that document the basis for a report of child abuse or neglect.
  - f. Explanation of the Penalties for Failing to Make a Required Report.
    - i. Any person who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, may be fined not more than \$500 for the first failure and, not less than \$1,000 for any subsequent failures. In cases involving certain crimes of sexual assault, a person who knowingly and intentionally fails to file a report may be guilty of a Class 1 misdemeanor.
    - ii. Employees who make or cause to be made a report of child abuse or neglect that they know to be false may be guilty of a Class 1 misdemeanor.
    - iii. The Faculty Sanctions Policy and the Standards of Conduct Policy can be used with disciplinary actions commensurate with the severity and/or frequency of the offense and may include termination of employment.