HARFORD COUNTY
PUBLIC SCHOOLS
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MEMORANDUM

To: All Employees

From: Human Resources Department

Subject: Obligation to Report Child Abuse and Neglect

Harford County Public Schools (HCPS) is committed to the safety and well-being of all students. As a community, we are mindful of our shared responsibility to create safe, nurturing environments for our students in our roles as HCPS employees, substitutes, and/or volunteers. Reporting **does NOT require PROOF** that child abuse or neglect has occurred. Anyone who has reason to believe or suspect that a child has been subjected to **physical or sexual abuse, human trafficking, child pornography, or neglect** shall immediately report such instances to Child Protective Services (410) 836-4713 and your building administrator. The report, in both oral and written form, shall be made as soon as reasonably possible. The written report must be made by law within 48 hours of the suspicion of possible abuse to Child Protective Services. HCPS encourages written reports to be submitted within 24 hours whenever possible.

Where school personnel or volunteers are unsure whether abuse or neglect has occurred, the situation should be discussed with the local Department of Social Services.

For further information regarding reporting child abuse or neglect, please refer to the Employee Handbook, Reporting Child Abuse and Child Neglect. In addition, you will find the **red mandatory reporting tile** on the start.hcps.org landing page, which details each step of the process. Additionally, please be advised that SafeSchools' "Mandated Reporter Training" is required annually.

Download the interactive form 180. With this form, you can type in your information, print it out, and fax or email it to CPS.