



Child Abuse Reporting Procedure

Maryland state law requires that employees and service providers call Child Protective Services (CPS) or the police if there is reason to believe that abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

The report process procedure is:

- The reporter must **IMMEDIATELY** make an oral report to Child Protective Services at **1-800-91Prevent (1-800-917-7383)**. During non-business hours and days, call the Police Department at 410-313-2200.
- The reporter must notify the principal or Superintendent/designee that a report has been made.
- The reporter must submit a written report within **48 HOURS** after making an oral report to the designated school personnel.
- The child abuse and neglect reports are **CONFIDENTIAL** and not part of the educational records.

The report should include:

- Name, age and home address of the child
- Name, home address of the child's parent or guardian
- The nature or extent of the abuse or neglect of the child
- Any other information that would help determine the cause or individual responsible for the abuse or neglect

Child Abuse and Neglect

Know Your Responsibility

In Maryland, the child abuse and neglect law requires that anyone who **SUSPECTS** a child has been or is being mistreated must report the matter to Child Protective Services. Any person who knowingly fails to make a required report may be subjected to certain sanctions. Any person who, in good faith, makes a report of abuse or neglect is **IMMUNE** from any civil liability or criminal penalty.

Physical Abuse

The intended, non-accidental physical injury or cruelty to a child

Physical Indicators	Behavioral Indicators	Environmental Indicators
<ul style="list-style-type: none">- Bruises in unusual patterns- Specific internal or skeletal injuries- Specific head, neck or back injuries- Rope, scalding or cigarette burns	<ul style="list-style-type: none">- Overly compliant behavior- Easily frightened- Hurting other children- Accident prone- Fearful of physical contact- Anxious when home environment is discussed- Wearing inappropriate clothing to hide injury	<ul style="list-style-type: none">- Family/social isolation- Parental mental health issues- Family crises of unemployment, death, desertion or illness- Family alcohol abuse, drug use or involvement with the law

Neglect

The chronic or repeated failure to provide life's basic necessities to children such as food, clothing, shelter, medical care, attention to physical hygiene, adequate supervision, social and educational opportunities

Physical Indicators	Behavioral Indicators	Environmental Indicators
<ul style="list-style-type: none">- Inadequate shelter- Poor nutrition- Lack of medical care- Lack of emotional support- Improper clothing- Poor hygiene- Inadequate supervision and/or guidance	<ul style="list-style-type: none">- Hunger- Tiredness- Tardiness- Stealing- Apathetic appearance- Using alcohol or drugs	<ul style="list-style-type: none">- Poverty- Unemployment- Parental illness- Lack of parental skills- Lack of interest in activities

Sexual Abuse

Forced sexual contact (physical, non-physical and/or violent) by an older child or adult

Physical Indicators	Behavioral Indicators	Environmental Indicators
<ul style="list-style-type: none">- Sexually transmitted disease- Repeated urinary tract infection in girls- Torn or bloody underclothes- Itching or pain in the genital or anal area	<ul style="list-style-type: none">- New fear of a person or place- Nightmares and changes in sleeping patterns- Regressed behaviors e.g., bed wetting- Sexual language and/or behavior that is age inappropriate	<ul style="list-style-type: none">- Absence of one parent- Social isolation of family- Substance abuse/alcoholism- New adult or teen living at home

Emotional Abuse/Mental Injury

The chronic act or omission of an act that interferes with a child's psychological, social growth and development

Physical Indicators	Behavioral Indicators	Environmental Indicators
<ul style="list-style-type: none">- Criticizing- Shaming- Threatening- Public name-calling- Absence of emotional support- Openly admitting dislike	<ul style="list-style-type: none">- Truancy- Unusual fears- Poor peer relationships- Withdrawn or hyperactive- Inability to react with emotion- Immature or overly mature behavior- Constantly seeking affection or attention- Consistent expression of anger toward others	<ul style="list-style-type: none">- Family isolation- Alcohol or drug abuse- Constant friction or violence at home- Parent's inability/unwillingness to provide affection/stimulation

Vulnerable Adults are persons 18 years of age or older who are believed to lack the physical or mental capacity to care for their daily needs. If you suspect abuse or neglect then call Adult Protective Services at **1-800-91Prevent (1-800-917-7383)**.