



INSTRUCTIONS: Respond to each item even if reply is "unknown" or "none." For suspected child abuse/neglect/mental injury, an oral report must be made to the Howard County Department of Social Services (DSS) (Child Protective Services 410-872-4203 or Adult Protective Services 410-872-8823, as appropriate) or to the Department of Police 410-313-2200, 24 hours/7 days a week. This report must be filed within 48 hours after making an oral report. Type or print firmly on a hard surface. (See reverse side for definitions and additional instructions.)

Name of person making report: _____ Signature: _____

Position: _____ School name: _____

School phone: _____

Check type(s) of referral (check all that apply): Physical abuse Sexual abuse Neglect Mental injury Vulnerable adult

Name of child: _____ Sex: F M Birth date: ___/___/_____

Address (where child may be seen): _____

Age: _____ Grade: _____ Race: _____

Name of person(s) responsible for child's care (Parent/Guardian)

Father: _____ Phone: _____

Mother: _____ Phone: _____

Guardian: _____ Phone: _____

Relationship of guardian, if any: _____

Address: _____ Zip code: _____

Name of suspected abuser: _____ Phone: _____

Address: _____

Relationship (of suspected abuser) to child: _____

State the nature and extent of the current injury to the child or the circumstances leading to the suspicion that the child is a victim of abuse/neglect/mental injury:

Give information concerning previous injury or conditions of neglect to this child or other children in this family situation, including previous action taken, if any:

State any other information available to you which would be of aid in establishing the cause of the injuries and/or neglect.

Oral report information

Date and hour of oral report: ___/___/_____ Date Mailed: ___/___/_____

Name of agency representative to whom oral report was made: _____

Agency contacted: DSS Police Department

DEFINITIONS OF CHILD ABUSE AND CHILD NEGLECT

A. CHILD - Any person under eighteen (18) years of age.

B. PHYSICAL ABUSE - Any physical injury, not necessarily visible, of a child or vulnerable adult, by any parent, adoptive parent, family or household member, school system employee, service provider, or other person who has permanent or temporary care or custody or responsibility for supervision of the child or vulnerable adult, under circumstances that indicate that the health or welfare of the child or vulnerable adult is harmed or at substantial risk of being harmed.

C. SEXUAL ABUSE - And sexual act or acts whether physical injuries are sustained or not involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy or unnatural or perverted sexual practices on a child or vulnerable adult by a parent, adoptive parent, family or household member, school system employee, service provider, or other person who has the permanent or temporary care, custody, or responsibility for supervision of a minor child or vulnerable adult. Sexual molestation or exploitation includes, but is not limited to, contact or conduct with a child or vulnerable adult ranging from exposure, voyeurism, sexual advances, kissing, or fondling to sexual crime in any degree, rape, sodomy, prostitution, or allowing, permitting, encouraging, or encouraging a child or vulnerable adult in pornographic display, photographing, filming, or depiction of a child or vulnerable adult as prohibited by law.

D. MENTAL INJURY - The observation, identifiable, and substantial impairment of a child's or vulnerable adult's mental or psychological ability to function. A child suspected of being abused through mental injury need not be currently receiving mental health services, but the level of impairment of the child's ability to function must be sufficiently severe and chronic to indicate a need for specific psychiatric, psychological or social work intervention.

E. VULNERABLE ADULT - Persons 18 years of age or older who are believed to lack the physical or mental capacity to care for their daily needs.

(The indicators for Mental Injury, Physical Abuse, Neglect, and Sexual Abuse refer to all students under 18, as well as "vulnerable adults" over the age of 18, who lack the capacity to care for themselves.)

ADDITIONAL INSTRUCTIONS FOR REPORTING CHILD ABUSE

1. An oral report of suspected child abuse must be made immediately during school hours. A written report must be submitted within 48 hours. It is not necessary to observe outward signs of injury to the child. Neither is it necessary for the reporter to establish proof that abuse has occurred. Protection of the child is paramount. If abuse is suspected, a report must be submitted.
2. Every health practitioner, educator, social worker, or law-enforcement officer, who contacts, examines, attends, or treats a child and who believes or has reason to believe that the child has been abused is required to make a report to either the Howard County Department of Social Services (DSS) (Child Protective Services 410-872-4203 or Adult Protective Services 410-872-8823, as appropriate) or the Department of Police 410-313-2200, 24 hours/7 days a week.

WHITE COPY

Howard County Department of Social Services
9780 Patuxent Woods Drive
Columbia, MD 21046

(Note; DSS will send copies to the Howard County Department of Police as appropriate in cases involving abuse.)

CANARY COPY

Howard County State's Attorney Office
District Court Multi-Service Center
3451 Court House Drive
Ellicott City, Maryland 21043

PINK COPY (*Attach a copy of front page*)

Pupil Support Services
10920 Clarksville Pike
Ellicott City, Maryland 21042

GOLDENROD COPY (*Attach a copy of front page*)

Principal's Folder
School