

LUTHER COLLEGE®

POLICIES AND PROCEDURES

Department:	Human Resources
Subject:	Child Abuse Reporting Policy (in compliance with Iowa Code)
Date Issued:	May 2013
Date Revised:	
Approved By:	

I. Policy

This policy is established in compliance with Iowa Code and defines who is required to report any incident of or suspected incident of child abuse and the process for reporting.

II. Purpose

Luther College seeks to, through this policy, ensure the safety and protection of minors on its campus or those who are participating in off-campus college-sponsored programs.

III. Scope

This policy applies to all staff and faculty of the college who in the scope of their responsibilities examines, attends, counsels or treats a child to report as outlined in the procedures below, suspected physical or sexual abuse.

The scope of this policy is intended to be broad, and any uncertainty about whether reporting is required should be resolved in favor of making a report.

IV. Terms and Definitions

For each underlined term in the text below, recommended definitions follow. The Iowa Department of Human Services (DHS) maintains definitions of the same or similar terms for the purposes of Iowa's mandatory child abuse reporting requirements. The DHS definitions were consulted during the development of these recommended guidelines.

- Attends – to care for; to look after; to take charge of; to watch over
- Child – any person under the age of 18 years
- Counsels – to advise or instruct
- Circumstances – a fact or condition connected with relevant to an event or action, such as the name of the victim(s), the name of the perpetrator(s), the time and date of the incident, the location of the incident, and additional information of which the reporter has knowledge

- Examines – to observe, test, or investigate (a body or any part of it), in order to evaluate general health or determine medical condition
- Physical abuse – non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child
- Required Reporters – staff and faculty of the college who in the scope of their responsibilities examines, attends, counsels or treats a child
- Sexual abuse – the commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child
- Suspected – to believe to be the case or to be likely or probable
- Treats – to deal with (a medical condition, patient, etc.) in order to relieve or cure

V. Procedures and Guidelines

- A. Required reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child
 - Report must be filed with 24 hours after becoming aware of the suspected abuse
 - Report must include the known circumstances related to the event or action as relayed to the reporter or observed by the reporter. If unsure whether a situation is reportable, this policy encourages all staff and faculty to err on the side of caution and report.
- B. The Report must be made to the Director of Human Resources, ext. 1189. In the absence of the Director of Human Resources the report must be made to the Vice President for Finance and Administration, ext. 1507.
 - Reports will be promptly investigated internally and appropriate action taken including disciplinary action or in the case of an outside organization using our facilities, termination of the usage contract.
 - Reports received by the college administration will be reported to law enforcement within 24 hours of receipt.
 - Nothing in this policy shall prohibit any employee or a required reporter from making a direct report to law enforcement.
- C. Nothing in this policy is intended to conflict with staff or faculty who are designated as Statutory Mandatory Reporters as defined in Iowa Code 232.69.
- D. Consistent with Iowa law, the college will take no retaliatory action against an employee who makes a good faith report of suspected child abuse.

VI. Confidentiality and Record

All information received from a report under this policy will be maintained by the Office of Human Resources in a confidential file, separate from a staff or faculty member's personnel file, and may be accessed only by those who have a bona fide right to know.