

NORTHWEST FLORIDA STATE COLLEGE  
**APPENDIX Q**

**(Ref: Policy GP 15.00)**

**PROCEDURES FOR REPORTING CHILD ABUSE**

**Staff Training on Reporting Child Abuse**

Each staff member in the Child Development and Education Center receives training every six months on child abuse identification and reporting requirements. Participants in the training will sign a statement documenting their participation.

**Reporting Abuse by an Northwest Florida State College Employee**

Northwest Florida State College prohibits abuse directed toward any child enrolled in the Child Development and Education Center. In the event that a college employee witnesses another employee committing an abusive act or suspects another employee of committing an abusive act toward a child enrolled in the Child Development and Education Center, or in any other program at the college, the following procedures will be followed.

1. If the child is in danger, the staff member will remove the child from the situation.
2. The employee who witnessed the abuse or is aware of suspected abuse will call the Florida Abuse registry at 1-800-96ABUSE and report the incident, as required by Florida Statute 39.201.
3. The employee will then immediately notify the CDEC Director. In the absence of the CDEC Director, the Child Development Assistant and the Senior College Vice President for Instruction will be notified. In all other programs, the employee will immediately notify his/her immediate supervisor, who will then notify the appropriate vice president or dean.
4. The employee will complete the Northwest Florida State College Incident Report with the assistance of the individual contacted above and submit the form to the Office of the Senior College Vice President for Instruction on the same day that the incident occurred. In all other programs, the employee will complete the incident form and submit the form to their immediate supervisor who will submit it to the appropriate vice president or dean.

**Reporting Abuse or Suspected Abuse of a Child Enrolled in the Child Development and Education Center, or other programs at NWFSC by a person other than a college employee.**

In the event that a college employee suspects that abuse of a child enrolled in the Child Development and Education Center has occurred while the child was not in attendance at the CDEC, OR of any child enrolled in any program at NWFSC, the following procedures will be followed:

1. The employee who suspects the abuse or is aware of suspected abuse will call the Florida Abuse registry at 1-800-96ABUSE and report the incident, as required by Florida Statute 39.201.
2. The employee will then immediately notify the CDEC Director. In the absence of the CDEC Director, the Child Development Assistant and the Senior College Vice President for Instruction will be notified. In all other programs of the college, the employee will immediately notify his/her immediate supervisor who will then notify the appropriate vice president or dean.
3. The employee will complete the Northwest Florida State College Incident Report with the assistance of the individual contacted above and submit the form to the Office of the Senior College Vice President on the same day that the incident occurred. The incident form for occurrences in all other programs of the college will be submitted to his/her immediate supervisor, who will submit it to the appropriate vice president or dean.