

**LARKSPUR-CORTE MADERA SCHOOL DISTRICT**  
**Mandated Reporter Signature Form**  
**(P.C. 11166)**

<p><b>Additional Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Mandated Reporter Manual</a></li> <li>• <a href="#">Suspected Child Abuse Report</a></li> </ul>	<p>Website: <a href="#">Child and Family Services, Marin County</a>  <div style="text-align: right;">3250 Kerner Blvd.  San Rafael, CA 94901-4840  Tel: (415) 473-2200 Fax: (415) 473-7162  24 Hour Hotline: (415) 473-7153</div></p>
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**Definitions:** The following situations are reportable conditions:

- Physical Abuse
- Sexual Abuse;
- Child Exploitation (i.e. Child pornography; Child prostitution etc.);
- Neglect;
- Emotional Abuse,
- Extreme corporal punishment resulting in injury;
- Willful cruelty or unjustifiable punishment

**Who Reports:** Any employee of a public school. Note: CA law requires employees to complete Mandated Reporter training at the start of employment and at the start of each school year thereafter. This training will be assigned by the District and must be completed by the due date on the employee’s own time.

**When to Report:** A telephone report must be made **immediately** when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report, on a Suspected Child Abuse Report (SCAR), must be sent within **36 hours** after the telephone report has been made.

**To Whom Do You Report:** Child Welfare Agency or Law Enforcement Agency.

**Individual Responsibility:** Any individual who is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However, if the superior disagrees, the individual with the original suspicion must report.

**Anonymous Reporting:** Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter’s name confidential, unless during the course of investigation a court orders the information disclosed.

**Immunity:** Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur (P.C. Section 11172). No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

**Liability:** Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000, or both. Mandated reporters can also be civilly liable or lose their license for failure to report.

**Notification Regarding Abuse:** You are not legally required to notify the parents that you are making a report; however, it may be advantageous to let the parents know you are reporting for benefit of a future relationship.

**I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, and am now aware of my reporting responsibilities, and am willing to comply. I have also requested an explanation of reporting policies within this agency and understand them as well.**

Employee Name: _____	District Office Witness Initials: _____ Date: _____
Employee Signature: _____	