

**WALLA WALLA COMMUNITY COLLEGE
MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT
ADMINISTRATIVE PROCEDURE 5655**

I. INTRODUCTION

- A.** This Administrative Procedure is written to implement RCW 26.44 that requires employees (including student employees) in administrative, academic and athletic departments of state and private higher education institutions to be Mandated Reporters if they have reasonable cause to believe that a child has suffered abuse or neglect.
- B.** To ensure the broadest protection possible to the children of our community, for purposes of this procedure Walla Walla Community College considers all employees Mandated Reporters.

II. MANDATED REPORTER RESPONSIBILITIES

- A.** All Mandated Reporters must report suspected child abuse or neglect. The report must be made at the first opportunity, and never later than 48 hours after the employee has reasonable cause to believe that a child has suffered abuse or neglect. The report must be made directly to proper law enforcement or Child Protective Services.
- B.** The report must include as much detail as possible and must include the identity of the accused, if known, as follows:
 - 1.** The name, address, and age of the child;
 - 2.** The name and address of the child's parents, stepparents, guardians, or other person having custody of the child;
 - 3.** The nature and extent of the alleged injury or injuries;
 - 4.** The nature and extent of the alleged neglect;
 - 5.** The nature and extent of the alleged sexual abuse;
 - 6.** Any evidence of previous injuries, including their nature and extent;
 - 7.** Any other information that may be helpful in establishing the cause of the child's injury, injuries or death; and,
 - 8.** The identity of the alleged perpetrator or perpetrators.
- C.** The reporting requirement above does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child has become an adult. However, if there is reasonable cause to believe other children are or may be at risk of abuse or neglect by the accused, the reporting requirement does apply and a report must be made.

III. TRAINING

Walla Walla Community College will ensure that all employees have knowledge of their reporting responsibilities.

IV. IMMUNITY FROM LIABILITY

- A.** Any person participating in the reporting of child abuse or neglect, in good faith, shall be immune from any legal liability arising out of such reporting.
- B.** A person, who in good faith, cooperates in an investigation or a report of child abuse or neglect shall not be subject to civil liability out of such reporting.

- C. However, a person who, intentionally and in bad faith, knowingly makes a false report of alleged child abuse or neglect shall be guilty of a misdemeanor and violation of College policy.

V. REPORTING GUIDANCE

The Vice President of Human Resources is the College’s designee to provide guidance regarding an employee’s reporting obligations.

VI. DEFINITIONS

- A. **CHILD** – any person under the age of eighteen years of age.
- B. **ABUSE** – sexual abuse, sexual exploitation, or injury of a child by any person under circumstances that cause harm to the child’s health, welfare, or safety, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.
- C. **ABUSED CHILD** – a child who has been subjected to child abuse or neglect.
- D. **ALLOWABLE PHYSICAL DISCIPLINE** – physical discipline that is reasonable and moderate and is inflicted by a parent, teacher, or guardian for purposes of restraining or correcting the child. Any use of force on a child by any other person is unlawful unless it is reasonable and moderate and is authorized in advance by the child’s parent or guardian for purposes of restraining or correcting the child.

VII. ASSOCIATED RESOURCES

- A. [WWCC Reporting Child Abuse and Neglect Mandated Reporter Information](#)

VIII. AUTHORITY

The authority for this Administrative Procedure comes from the Board of Trustees Delegation of Authority Policy approved April 20, 2005, updated 1/2016.

<p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Derek Brandes, President</u></p> <p>Date Originally Approved: <u>September 7, 2012</u></p> <p>Last Reviewed/Revised on: <u>January 29, 2016</u></p>
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