

Policy Procedure: Reporting Child Abuse or Neglect

Procedure Number: 410P

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Forms:

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1. Reporting Abuse and Neglect
 - a. All employees are responsible for reporting suspected child abuse to the Department of Social Services (DSS) toll-free child abuse and neglect hotline 1-800-552-7096.
 - b. The College has designated the Human Resources Office as the office responsible for child abuse and neglect reporting. If an employee needs assistance in reporting, they may contact the Human Resources Office. Human Resources will forward the report to the Department of Social Services. Employees shall make available any information, records, or reports that document the basis for a report of child abuse or neglect.
 - c. After notification to the Hotline, reports may also be made to:
 - i. College Police
 - ii. Arlington County Child Protective Services at 703.228.1500
 - iii. City of Alexandria Child Protective Services at 703.746.5800
 - iv. Fairfax County Child Protective Services Hotline at 703.324.7400
 - v. Loudoun County Child Protective Services at 703.771.5437
 - vi. Prince William County Department of Social Services at 703.792.4200
 - vii. Employee's supervisor
2. Penalties for Failing to Make a Required Report
 - a. Any person who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, may be fined not more than \$500 for the first failure and not less than \$1,000 for any subsequent failures. In cases involving certain crimes of sexual assault, a person who knowingly and intentionally fails to file a report may be guilty of a Class 1 misdemeanor.
 - b. Employees who make or cause to be made a report of child abuse or neglect that they know to be false may be guilty of a Class 1 misdemeanor.
 - c. Employees who fail to file or forward a report as required in this policy will be subject to disciplinary action in accord with Virginia Department of Human Resource Management Policy 1.60 (Standards of Conduct) or VCCS Policy 3.12 (Faculty Sanctions), as appropriate.
 - d. Violations may also result in disciplinary action up to and including termination.
3. Human Resources Responsibilities

- a. The Human Resources Department is responsible for initial communication of this policy to all employees and for the inclusion of the policy in the new employee orientation programs.
- b. If Human Resources forwards a report of abuse or neglect to Department of Social Services on behalf of an employee, Human Resources will follow up with the reporting employee on any action taken.