**Logan Schools USD 326 Mandatory Reporting Policy**

**1. Purpose**

The purpose of this policy is to establish clear procedures and responsibilities for all employees and affiliated personnel of Logan Schools USD 326 in identifying and reporting suspected child abuse or neglect. This policy ensures compliance with Kansas state law and promotes the safety and well-being of all students.

**2. Legal Authority**

This policy is based on **Kansas Statute K.S.A. 38-2223**, which mandates that certain individuals report suspected child abuse or neglect to the appropriate authorities.

**3. Scope**

This policy applies to all:

* Certified and classified staff
* Administrators
* School nurses and counselors
* Coaches and extracurricular supervisors
* Paraprofessionals
* Contractors and service providers
* Volunteers

**4. Definition of a Mandatory Reporter**

Under Kansas law, the following school-affiliated individuals are **mandatory reporters**:

“Persons licensed by the state to practice the healing arts, dentistry, and social work; teachers; school administrators; and other school employees.”

At Logan Schools USD 326, **every employee and regular volunteer is considered a mandatory reporter**.

**5. What Must Be Reported**

Mandatory reporters must report **any reasonable suspicion** that a child is a victim of:

* **Physical abuse**
* **Sexual abuse**
* **Emotional abuse**
* **Neglect** (e.g., lack of adequate food, shelter, medical care, or supervision)
* **Human trafficking**

You are **not required to have proof**, only a **reasonable suspicion** based on observation, student disclosure, or other credible information.

**6. How to Make a Report**

**6.1 Where to Report**

You must make an **immediate oral report** to one of the following:

* **Kansas Protection Report Center (KPRC)**:
📞 **1-800-922-5330** (24/7 Hotline)
🌐 https://www.dcf.ks.gov

**AND/OR**

* **Local Law Enforcement** (when the child is in immediate danger)

In Logan, Kansas, contact:
**Phillips County Sheriff’s Office**
📞 (785) 543-6885

**6.2 Internal Notification (After External Report)**

After filing a report, the reporter must immediately notify:

* The **building principal**, or
* The **district’s designated Child Protection Liaison** (usually the school counselor or designated administrator)

🔒 *This internal step does not replace the legal requirement to report to DCF or law enforcement.*

**7. Documentation**

The person making the report should complete a **Confidential Incident Report Form**, documenting:

* Date and time of report
* Name of child
* Nature of the concern
* Person contacted (name and agency)
* Summary of what was reported
* Reporter’s name and signature

This form is kept **confidentially** in the principal’s or counselor’s locked file.

**8. Confidentiality**

All reports and reporter identities are confidential by law. It is unlawful to disclose the identity of a reporter except as provided by law.

* Retaliation against a reporter is strictly prohibited.
* Do **not** inform the child’s parents or guardians about the report. This is the responsibility of DCF or law enforcement.

**9. Training Requirements**

All staff must complete **annual mandatory reporting training**, which will include:

* Recognizing signs of abuse and neglect
* Proper procedures for reporting
* Legal responsibilities and protections

Training will be documented and kept in each staff member’s personnel file.

**10. Failure to Report**

Failure to report suspected abuse or neglect may result in:

* Criminal penalties (Class B misdemeanor under Kansas law)
* Disciplinary action by the district (including termination)
* Potential loss of professional license

**11. Good Faith Immunity**

Any person who reports in good faith is **immune from civil or criminal liability**, even if the suspicion is ultimately unsubstantiated.

**12. Additional Notes**

* Reports **must be made immediately** upon forming a suspicion. **Delays are not acceptable.**
* Do **not** investigate or attempt to verify the claim yourself.
* Be supportive and non-judgmental toward the child; do not promise confidentiality.

**13. Contacts and Resources**

**District Child Protection Liaison:**
Name: [Insert Name]
Phone: [Insert]
Email: [Insert]

**Kansas Protection Report Center (DCF)**
Phone: 1-800-922-5330
Website: https://www.dcf.ks.gov

**14. Policy Review**

This policy shall be reviewed **annually** by district administration and legal counsel, and revised as needed to remain compliant with Kansas law.

*For questions or clarification about this policy, contact the Superintendent’s Office or your building administrator.*