

Administratively Restricted
Suspected Child Abuse/Neglect Report (SCAN)

		Report Date:	Report Time:
School Information			
1. Reporting School:		2. School Supervisor:	
3. School Phone No.: ()		4. Responsible Education Line Office:	

Personal Information of Victim					
5. Last Name:		First Name:		Middle Initial:	6. Census No.:
7. SSN:	8. DOB:	9. Age:		10. Grade:	11. Sex:
12. Check Suspected Abuse:			13. Check Seriousness Level:		
<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Emotional Abuse	Level 1	<input type="checkbox"/>	Level 2	<input type="checkbox"/>
<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Neglect	Level 3	<input type="checkbox"/>		
(See reverse for Serious Level Tables)					
14. Describe Physical Indicators of Abuse:					
15. Name of Parent(s), Guardian, Custodian:				16. Relation to Victim:	
17. Contact Telephone Number of Parents, Guardian, or Custodian: ()					
18. Complete Mailing Address:			19. Physical Location of Residence:		
(attach map, if applicable)					

Alleged Offender Information					
20. Full Name of Alleged Offender:			21. Alleged Offender's Position/Status:		
22. If OIEP Employee, Position Title:			<input type="checkbox"/> OIEP Employee <input type="checkbox"/> OIEP Contractor/Consultant <input type="checkbox"/> Volunteer * <input type="checkbox"/> Relative*, _____ Specify		
23. Contact Information for Alleged Offender: Day Telephone: () Address or Physical Location:			<input type="checkbox"/> Other*, _____ Specify <input type="checkbox"/> Student **		
24. Location of alleged incident:		25. Date of alleged incident:	*Other than notification to law enforcement for Level 1 and 2 incidents. No follow-up action required. **Refer to school/agency policies and procedures for any alleged offenders under the age of 18 or classified as a student.		
		26. Time of alleged incident:			
27. Full Names and telephone numbers of potential witness(es):					

Mandatory Reporter Information					
28. Full Name and Title of Mandatory Reporter Reporting Above Incident:			29. Signature:		
			Date		
30. Full Name of School Supervisor/Education Line Officer or Designee:			31. Signature:		
			Date		
32. Has Mandatory Reporter Requested Protection of their Identity? Yes <input type="checkbox"/> No <input type="checkbox"/>			33. Initials of Mandatory Reporter:		

Seriousness Levels

Level 1 Examples

- ✓ Any case in which a child is subjected to sexual assault, sexual molestation, sexual exploitation, sexual contact, or prostitution.
- ✓ Engagement in sexually explicit conduct – Actual or simulated – (1) sexual intercourse, including sexual contact in the manner of genital-genital, oral-genital, anal-genital, or oral-anal contact, whether between persons of the same or of opposite sex; sexual contact means the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify sexual desire of any person; (2) bestiality; (3) masturbation; (4) lascivious exhibition of the genitals or pubic area of a person or animal; or (5) sadistic or masochistic abuse.
- ✓ Evidence of physical injury - Includes skin bruising and/or bleeding after being struck, thrown, or treated inappropriately; lacerations, fractured bones, burns, internal injuries, severe bruising; serious bodily harm; subdural hematoma (head injury), soft tissue swelling, and/or such conditions that are not justifiably explained or may not be the product of an accidental occurrence.
- ✓ Confirmed or suspected malnutrition or failure to thrive.
- ✓ Confirmed or suspected fighting, threatening, or inflicting bodily harm on a student.
- ✓ Any situation that is comparable in nature to the examples and situations identified above.

Level 2 Examples

- ✓ Corporal punishment, defined as punishment administered by an adult to the body of a child ranging in severity from a slap to a spanking.
- ✓ Incidents of grabbing or pushing a child, grabbing a child by their clothing, or pulling a child's hair.
- ✓ Child appears to be treated in a neglectful way such as clothing inappropriate; lack of needed medical and/or dental care.
- ✓ School-age child (1st – 6th grade) left without adequate supervision for extended periods during day or night .
- ✓ Pre-school child left without any supervision.
- ✓ Any situation that is comparable in nature to the examples and situations identified above.

Level 3 Examples

- ✓ OIEP employee engaged in discourteous conduct involving a student, such as using inappropriate language, making inappropriate comments of a non-sexual manner, calling names, insulting or humiliating a child, shouting, cursing.
- ✓ Rude, boisterous play that adversely affect production, discipline, or morale of student.
- ✓ Use of abusive, demeaning, degrading, or insulting language.
- ✓ Quarreling or inciting to quarrel.
- ✓ Any situation that is comparable in nature to the examples and situations identified above.

Note: The examples and indicators identified on this page are not all inclusive. Any incident in which a child is harmed or may be harmed must be reported.

Indicators of Abuse

Sexual Abuse	Physical Abuse
<ul style="list-style-type: none"> ✓ Difficulty in walking or sitting ✓ Torn, stained, or bloody underclothing ✓ Pain, bruising, or itching in the genital and/or anal area ✓ Sexually transmitted diseases ✓ Engages in delinquent acts ✓ Bruises or bleeding in the genital or anal area ✓ Loss of appetite ✓ Pregnancy ✓ Unexplained sore throats, urinary or yeast infections 	<ul style="list-style-type: none"> ✓ Skin abrasions, bruising, fractures, etc. that show possible evidence of repeated injuries ✓ Sign of injury that is not consistent with the type of injury; and/or refuses to explain an injury ✓ Injuries appear clustered or are arranged symmetrically ✓ Complains of constant stomach pain or other possible internal injury ✓ Unexplained injuries ✓ Aggressive, self-destructive behavior
Emotional Abuse	Physical and/or Emotional Neglect
<ul style="list-style-type: none"> ✓ Eating disorders ✓ Excessive nightmares ✓ Bed-wetting problems ✓ Failure to thrive 	<ul style="list-style-type: none"> ✓ Clothing inappropriate for current weather conditions or insufficient for school/play ✓ Height and/or weight significantly below minimum standard establish for age level ✓ Lack of needed medical and/or dental care ✓ Child left without adequate supervision for extended periods during day or night ✓ Exhibits chronic fatigue ✓ Dirt and grime on clothes or skin; offensive body odor ✓ Reluctant to go home ✓ Excessive school absence

Information Regarding the Incident

(Please type or print clearly the following information.)

34. Describe how you became aware of the incident:

35. Describe the specific incident:

(Note: Mandated Reporters do not have to prove abuse when making a report, but must describe the behavior or physical signs that led the Mandated Reporter to believe the child was abused.)

36. Did the alleged abuser physically touch the victim in any way?

No Yes If yes, describe specifically the physical contact.

37. Was Medical Treatment Required?

No Yes If yes, indicate action taken: Victim was taken for medical care by school staff for an evaluation and/or medical treatment.
 Ambulance was contacted for immediate medical attention.
 Other. Explain action taken:

Attachments

- Continuation pages, if required.
- Statement from victim, witness, alleged offender, etc.
- Other (must describe attachment): _____

Distribution:

Original to Appropriate Authority (*Level 1-Law Enforcement and Child Protective Services, Level 2-Local Law Enforcement or BIA Law Enforcement; Level 3-OIEP Employee and Labor Relations/OIEP Security Services*)
 Copy to Education Line Officer Responsible for Reporting School or Agency
 Copy to OIEP Security Services (Pages 1-5)

Confidentiality Agreement

To be read and signed by Mandated Reporter

In accordance with the Indian Child Protection and Family Violence Prevention Act, the identity of any person making a report of suspected child abuse or neglect shall not be disclosed, without the consent of the individual, to any person other than a court of competent jurisdiction or any employee of an Indian tribe, a State or the Federal Government who need to know the information in the performance of such employee's duties.

By signing this agreement, I understand that:

1. Confidentiality means that I cannot discuss any matter pertaining to the any child abuse or neglect case, except as allowed by law. Pursuant to section 552a of title 5, United States Code, the Family Education Rights and Privacy Act of 1974 (20 USC 1232g), or any other provision of law, agencies of any Indian tribe, of any State, or of the Federal government that investigate and treat incidents of abuse of children may provide information and records to those agencies of any Indian tribe, any State, or any Federal Government that need to know the information in performance of their duties. For purposes of this section, Indian tribal government shall be treated the same as other Federal Government entities.
2. The legal requirements of confidentiality mean that I cannot discuss any matter pertaining to the Suspected Child Abuse and/or Neglect Report I completed on this date with any member of my family, including parents, children, spouse, aunts, uncles, cousins, any school staff or with another person unless they are allowed access to such information by law.
3. If I do not keep substantiated and/or unsubstantiated child abuse and/or neglect cases confidential, I may be subject to disciplinary action up to and including termination of my job as allowed by tribal or federal law or OIEP policies and procedures.

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Witnessed by:

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Administratively Restricted
Tracking of Notifications

Note: Contact to Law Enforcement and Child Protection Services should be made immediately. All contact is to be made verbally and followed-up in writing by faxing pages 1 –4 of the SCAN Report. Contact does not have to be made to all agencies identified under law enforcement or social services/child protection services, only those required for your school.

Law Enforcement Notification		(Only indicate actual law enforcement agency contacted.)	
Agency Contacted	Person Contacted, Title, and Telephone Number	Date & Time of Report	
		Verbal Contact	Written Contact
Tribal:			
FBI:			
BIA Law Enforcement:			
Local/State/Other:			

IF APPLICABLE, Indicate the Law Enforcement Report/Case Number: _____

Social Services/Child Protection Services Notification		(Only indicate actual agency contacted.)	
Agency Contacted	Person Contacted, Title, and Telephone Number	Date & Time of Report	
		Verbal Contact	Written Contact
Tribal:			
Local:			
State:			

OIEP Notification			
Agency Contacted	Person Contacted, Title, and Telephone Number	Date & Time of Report	
		Verbal Contact	Written Contact
School Counseling Services			
Education Line Office			
OIEP Security Services			
OIEP Employer/Labor Relations			
Other			

SCAN Tracking Notes

Information on Person Making Notifications	
Full Name and Title of Individual Filling Out Tracking Report:	Date:

