



Policy Name: National Child Abuse and Neglect Reporting Policy	
Policy Code:	ED 22
Approved in:	August 2016
Next Review in:	August 2018
Cross References: This policy should be cross-referenced with the following: <ul style="list-style-type: none">• Children Law (2012 Revision)	
Guidance documents produced by the Ministry of Education, Employment and Gender Affairs that accompany this policy are as follows: <ul style="list-style-type: none">• A Model School Child Abuse and Neglect Reporting Policy• Department of Education Services Reporting of Suspected Child Abuse and Neglect Procedures• Department of Children and Family Services Reporting Form• Department of Education Services Child Abuse Incident Report Form for Employees and Volunteers• Department of Education Services Record of follow up to a Referral	

INTRODUCTION

Child Abuse is defined as any intentional act or series of acts of commission or omission by a parent or other caregiver (e.g. clergy, coach, teacher) that results in harm, potential for harm, or threat of harm to a child..

- Physical Abuse: intentional actual or likely physical injury to a child or failure to prevent injury through neglectful actions.
- Child Sexual Abuse: any sexual act, including non-contact acts, with a child performed by an adult or an older child, including but not limited to:
 - sexual touching on any part of the body, clothed or unclothed
 - penetrative sex. including penetration of the mouth
 - encouraging a child to engage in a sexual activity, including masturbation
 - intentionally engaging in sexual activity in front of a child
 - showing children pornography, or using children to create pornography
 - Encouraging a child to engage in prostitution
 - Exposing oneself or saying sexual things
- Emotional Abuse: actual or likely severe negative impact on a child's emotional, psychological and behavioural development, resulting from persistent or severe emotional/psychological ill-treatment.



- Neglect: severe or persistent failure to provide for a child's physical, emotional or basic needs.
- Exploitation

Child abuse and neglect reporting procedures clearly define the steps all adults working with children must take when they report child abuse or neglect. Clear reporting procedures are expected to result in all adults acting quickly to protect a child when a report is necessary.

Legal Requirement to Notify – Children Law (2012 Revision), Part IIIA.32A:

If a teacher, principal, counsellor or other employee/volunteer in an institution established for the care and education of children has a reasonable suspicion that a child has been or is being abused or neglected, and the suspicion is formed in the course of the person's duties, that person shall notify the Department (Department of Children and Family Services) of the suspicion as soon as practicable after s/he forms the suspicion.

A person who contravenes this section commits an offence and is liable on summary conviction to a fine of five thousand dollars or to imprisonment for a term of one year or both.

A notification under this section shall be made by the employee or volunteer following the Department of Education Services (DES) *Reporting of Suspected Child Abuse/Neglect* procedures. (See Appendix 2.)

AIMS

This policy aims to:

- Set out the responsibilities of all employees and volunteers regarding the reporting of child abuse and neglect
- Establish consistent expectations about how and when to report child abuse and neglect
- Promote an understanding of what constitutes child abuse and neglect

POLICY STATEMENT

1. The Ministry of Education requires that all schools and other educational establishments have a child abuse and neglect reporting policy consistent with the National policy.
2. The School Counsellor is the primary Child Protection Officer. Each school site is mandated to appoint an additional Child Protection Officer from its full-time teaching or professional staff (such as Head of Year, Head of Infants, Deputy Principal, etc.; but shall not be the School Principal) to serve in certain situations when the School Counsellor may not



be available or when it is contraindicated. Schools that have more than one counsellor can appoint multiple counsellors to the role of Child Protection Officer.

3. Teachers and other school employees/volunteers who have reason to believe that a student is being abused are mandated to report that information to the school's Primary Child Protection Officer in accordance with the *DES Reporting of Suspected Child Abuse/Neglect* procedures, which entails completing the *DES Child Abuse Incident Report Form for Employees and Volunteers* (See Appendix 3) and submitting to the Child Protection Officer.
 - a. If that is not possible before the close of day, the report shall be made to the other assigned Child Protection Officer.
 - b. In deciding whether or not to report an incident or situation of suspected abuse/neglect to the School Child Protection Officer, it is not required that the person making the report have proof that abuse/neglect has occurred. Any uncertainty in deciding to report suspicion shall be resolved in favour of the child and the report made immediately.
 - c. The employee/volunteer will report to the School Child Protection Officer what has been said by the student or what has been observed leading to the suspicion of child abuse/neglect, including the context of that information. There shall be no attempt by the school employee/volunteer to question the child, as the role of investigation lies with Department of Children and Family Services (DCFS) and/or Family Support Unit (FSU) of Royal Cayman Islands Police Service (RCIPS). The child shall be protected from repeated disclosures.
 - d. If the child is injured, the employee/volunteer shall escort the student to the school's nurse (or seek appropriate medical attention) and inform the School Child Protection Officer of the action.
 - e. The employee/volunteer referring the suspected case of child abuse/neglect must **not** contact the parents.
 - f. Given the sensitive nature of child abuse/neglect referrals, the employee/volunteer should not expect feedback following the referral to the School Child Protection Officer. Children Law, (2012 Revision) Part IIIA.32C provides protection to the notifier and requires that the receiver of notification of suspected child abuse (DCFS/FSU) shall not disclose the identity of the notifier to any other person other than in the instance of communicating to another person acting in the course of official duty. Only in cases when "the court is satisfied that the evidence is of critical importance in the proceedings and that failure to admit it would prejudice the proper administration of justice" will a notifier be called to provide evidence. In these instances, the DES will support the employee by assigning another professional to accompany them at such hearing.
 - g. School leadership shall undertake to ensure that all employees/volunteers are provided with information and training that will enable them to carry out their



duty to report suspected child abuse or neglect as well as training regarding identifying and responding appropriately to Child Protection issues.

4. If the School Child Protection Officers have reasonable suspicion that a child may be suffering or may have suffered abuse/neglect, there is immediate duty to report that suspicion and the information upon which it is based to the Department of Children and Family Services (DCFS). This requirement applies whether or not the information was initially extended in confidence. This requirement also applies whether the information comes directly from the child or indirectly from another employee, volunteer or community member.
 - a. It is the School Child Protection Officer's (CPO) duty to report incidents or suspicions of child abuse/neglect; it is not the CPO's responsibility to investigate. In speaking with the child, the CPO will take careful note of what is said and the context in which it is said. Care will be taken not to ask leading or unnecessary questions. Documentation of what is said (or of any injuries) is important. The student's own words shall be used as much as possible.
 - b. In cases where the student has been escorted directly to the school's nurse, the School CPO will liaise with the nurse who will make the report to DCFS. The CPO's role will then become one of student support.
 - c. *Immediate* duty to report, in this case, means that the report is communicated to DCFS according to the *DES Reporting of Suspected Child Abuse/Neglect* procedures.
 - d. Once information for a report has been obtained, the School Child Protection Officer will make a telephone referral to the relevant DCFS contact person (district supervisor or intake worker). If after hours, contact shall be made with the DES Child Protection Officer (appointed by the Chief Education Officer). If the DES CPO is unavailable, the report shall be made directly with the RCIPS. The telephone referral will be followed by a written referral within 24 hours, utilizing the *DCFS Referral Information For Child Abuse Form* (See Appendix 4).
 - e. Immediately prior to or soon after making a report of suspected abuse/neglect, the School Child Protection Officer shall inform the Principal (or if unavailable prior to the close of the school day, the Deputy) of that action. These individuals will be informed of the report but not the specific details of the report.
 - f. It is not the School Child Protection Officer's responsibility to inform parents of any report of suspected child abuse/neglect; however, when making the referral to DCFS, how the parents become informed will be discussed and the best course of action agreed upon with that agency.
5. A record of follow-up contact made to external agencies regarding a referral shall be kept. (See Appendix 5.)
6. Following any report of suspected child abuse/neglect, the School Child Protection Officer will assume a role of student support and advocacy as required. Principals and the Senior



Management Team will cooperate with DCFS and/or FSU and the DES Child Protection Officer throughout any investigation and release relevant student records and employee/volunteer reports. in consultation with Department of Education Services' Child Protection Officer.

7. If the suspected offender is an employee of the Department of Education Services, is hired to perform duties on the campus, or a volunteer, the Principal will in turn inform the school's Senior School Improvement Officer and the Chief Education Officer of the referral.
8. Prior to interviewing a child at school, DCFS will contact school administration. It is not the school's responsibility to inform parents of the interview; however, the subject of parent notification will be discussed with DCFS and a decision taken in the best interest of the child.
9. School leaders shall assist DCFS by providing an appropriate interview space and arranging discreetly for the student to be interviewed. The DCFS worker may request that a school employee be present during an interview to offer support to the student. If the worker does not ask for student support, the School Child Protection Officer may make this request on behalf of the student.
10. If it is necessary for DCFS staff to remove the child from school during the investigation, the school will be provided with either parental consent (written or direct verbal) or a warrant from the courts granting permission to remove the child to a place of safety.
11. Following investigation, the school's Senior Management Team and/or the School Child Protection Officer, as appropriate, will participate in DCFS case conferences and liaise with DCFS staff on behalf of the child as requested.
12. All information related to suspected child abuse/neglect cases shall be treated confidentially. Schools must provide a secure cabinet for the filing and maintaining of confidential information related to child abuse/neglect cases. No documentation related to child abuse/neglect reports or investigations shall appear within the student's cumulative folder.
13. On a regular basis, and no less frequently than on an annual basis, the DES Child Protection Officer will request that the School Child Protection Officer submit the total number of child abuse and neglect referrals made to DCFS by the respective school.
14. **When following procedures for reporting suspected cases of child abuse/neglect, the safety and welfare of the student will always dictate which course of action is to be pursued. Any uncertainty shall always be resolved in favour of the child's best interest. When in doubt, consult the DES Child Protection Officer**

SCHOOL CHILD ABUSE AND NEGLECT REPORTING POLICIES

School child abuse and neglect reporting policies must:

- Be based on the National Policy and supporting guidance documents and include:
 - Definition of child abuse and neglect
 - Information on who reports
 - Information on when a report is made



- Information on how a report is made
- Information on where the documentation is kept
- Be approved by The Department of Education Services (DES) before implementation.

ROLES AND RESPONSIBILITIES

The Ministry of Education will:

- Provide National policy expectations
- Provide a framework as the basis for individual school child abuse and neglect reporting policies
- Provide support to the DES with the implementation of the policy by:
 - Devising child protection training for DES and school employees/volunteers
 - Providing the framework for schools to address violations of the child abuse and neglect reporting policy

The Department of Education Services (i.e. School Improvement Officers) will:

- Establish monitoring procedures to ensure school policies are compliant with National Policy expectations.
- Ensure school policies are implemented and maintained.
- Work collaboratively with other agencies and stakeholders to develop and maintain appropriate systems for supporting child protection initiatives within schools.
- Ensure, through the DES Child Protection Officer, that all School Child Protection Officers are adequately trained and receive consultative support to perform their role in the reporting of child abuse or neglect.

School leaders will:

- Appoint an additional Child Protection Officer from its full-time teaching or professional staff to serve in certain situations when the School Counsellor may not be available or when it is contraindicated. The School Counsellor shall always be the primary contact in any incident of suspected abuse or neglect, unless unavailable, before the close of the school day **or** if immediately related to the parties involved.
- Implement individual school based child abuse and neglect reporting policies.
- Monitor and review child abuse and neglect reporting practices in their schools.
- Maintain accurate records of violations of the child abuse and neglect reporting policy to be reported to the DES.
- Facilitate on-going professional development on issues relating to child protection.



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School employees and volunteers will

- Effectively implement and follow the school's child abuse and neglect reporting policy
- Report and record reported violations of the child abuse and neglect reporting policy

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**APPENDIX I: MODEL SCHOOL CHILD ABUSE AND NEGLECT REPORTING
POLICY**

**A MODEL SCHOOL
CHILD ABUSE AND
NEGLECT
REPORTING POLICY**

(May 2016)



School's Child Abuse and Neglect Reporting Policy

(Sample front cover)

..... School

Approved and adopted - Date

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, Department of Education Services (DES) representatives and partner agencies.

Review Date

Student (via the Student Council)

Child Protection Officer

DES Senior School Improvement Officer

Principal



CHILD ABUSE AND NEGLECT REPORTING POLICY

Definition of Child Abuse

Child Abuse is defined as any intentional act or series of acts of commission or omission by a parent or other caregiver (e.g. clergy, coach, teacher) that results in harm, potential for harm, or threat of harm to a child..

- Physical Abuse: intentional actual or likely physical injury to a child or failure to prevent injury through neglectful actions.
- Child Sexual Abuse: any sexual act, including non-contact acts, with a child performed by an adult or an older child, including but not limited to:
 - sexual touching on any part of the body, clothed or unclothed
 - penetrative sex. including penetration of the mouth
 - encouraging a child to engage in a sexual activity, including masturbation
 - intentionally engaging in sexual activity in front of a child
 - showing children pornography, or using children to create pornography
 - Encouraging a child to engage in prostitution
 - Exposing oneself or saying sexual things
- Emotional Abuse: actual or likely severe negative impact on a child's emotional, psychological and behavioural development, resulting from persistent or severe emotional/psychological ill-treatment.
- Neglect: severe or persistent failure to provide for a child's physical, emotional or basic needs.

Legal Requirement to Notify – Children Law (2012 Revision), Part IIIA.32A

If a teacher, principal, counsellor or other employee/volunteer in an institution established for the care and education of children has a reasonable suspicion that a child has been or is being abused or neglected, and the suspicion is formed in the course of the person's work, that person shall notify the Department (Department of Children and Family Services) of the suspicion as soon as practicable after s/he forms the suspicion.

A person who contravenes this section commits an offence and is liable on summary conviction to a fine of five thousand dollars or to imprisonment for a term of one year or both.

A notification under this section shall be made by the employee or volunteer following the Department of Education Services (DES) *Reporting of Suspected Child Abuse/Neglect* procedures, (See Appendix 2) which entails completing the DES *Child Abuse Incident Report Form for School Staff* (See Appendix 3).



Responsibilities of School Employees and Volunteers

Teachers and other school employees/volunteers who have reason to believe that a student is being abused are mandated to report that information to the school's Primary Child Protection Officer or, if that is not possible before the close of day, to the other assigned Child Protection Officer (must be a full-time teaching or professional staff member within the school such as Head of Year, Head of Infants, Deputy Principal, etc.; shall not be the School Principal) designated for that school site, in accordance with the DES *Reporting of Suspected Child Abuse/Neglect* procedures.

- In deciding whether or not to report an incident or situation of suspected abuse/neglect to the School Child Protection Officer, it is not required that the person making the report have proof that abuse/neglect has occurred. Any uncertainty in deciding to report suspicion shall be resolved in favour of the child and the report made immediately.
- The employee or volunteer will report to the School Child Protection Officer what has been said by the student or what has been observed leading to the suspicion of child abuse/neglect, including the context of that information. There shall be no attempt by the school employee to question the child, as the role of investigation lies with Department of Children and Family Services (DCFS) and/or Family Support Unit (FSU) of Royal Cayman Islands Police Service (RCIPS). The child shall be protected from repeated disclosures.
- If the child is injured, the employee/volunteer shall escort the student to the school's nurse (or seek appropriate medical attention) and inform the School Child Protection Officer of the action.
- The employee or volunteer referring the suspected case of child abuse/neglect must **not** contact the parents.
- Given the sensitive nature of child abuse/neglect referrals, the employee or volunteer should not expect feedback following the referral to the School Child Protection Officer. Children Law, (2012 Revision) Part IIIA.32C provides protection to the notifier and requires that the receiver of notification of suspected child abuse (DCFS/FSU) shall not disclose the identity of the notifier to any other person other than in the instance of communicating to another person acting in the course of official duty. Only in cases when "the court is satisfied that the evidence is of critical importance in the proceedings and that failure to admit it would prejudice the proper administration of justice" will a notifier be called to provide evidence. In these instances, the DES will support the employee by assigning another professional to accompany them at such hearing.
- School leadership shall undertake to ensure that all employees and volunteers are provided with information and training that will enable them to carry out their duty to report suspected child abuse or neglect as well as training regarding identifying and responding appropriately to Child Protection issues.



Responsibilities of School Child Protection Officer

Each school site is mandated to appoint an additional Child Protection Officer from its full-time teaching or professional staff to serve in certain situations when the School Counsellor may not be available or when it is contraindicated. The School Counsellor shall always be the primary contact in any incident of suspected abuse or neglect, unless unavailable, before the close of the school day **or** if immediately related to the parties involved.

It is the responsibility of the Department of Education Services through the DES Child Protection Officer to ensure that all School Child Protection Officers are adequately trained and receive consultative support to perform their role in the reporting of child abuse or neglect.

If the School Child Protection Officers have reasonable suspicion that a child may be suffering or may have suffered abuse/neglect, there is immediate duty to report that suspicion and the information upon which it is based to the Department of Children and Family Services (DCFS). This requirement applies whether or not the information was initially extended in confidence. This requirement also applies whether the information comes directly from the child or indirectly from another employee, volunteer or community member.

- It is the School Child Protection Officer's (CPO) duty to report incidents or suspicions of child abuse/neglect; it is not the CPO's responsibility to investigate. In speaking with the child, the CPO will take careful note of what is said and the context in which it is said. Care will be taken not to ask leading or unnecessary questions. Documentation of what is said (or of any injuries) is important. The student's own words shall be used as much as possible.
- In cases where the student has been escorted directly to the school's nurse, the School CPO will liaise with the nurse who will make the report to DCFS. The CPO's role will then become one of student support.
- *Immediate* duty to report, in this case, means that the report is communicated to DCFS according to the *DES Reporting of Suspected Child Abuse/Neglect* procedures. (See Appendix 2.)

Once information for a report has been obtained, the School Child Protection Officer will make a telephone referral to the relevant DCFS contact person (district supervisor or intake worker). If after hours, contact shall be made with the DES Child Protection Officer. If the DES CPO is unavailable, the report shall be made directly with the RCIPS. The telephone referral will be followed by a written referral within 24 hours, utilizing the *DCFS Referral Information For Child Abuse Form*. (See Appendix 4.)

Immediately prior to or soon after making a report of suspected abuse/neglect, the School Child Protection Officer shall inform the Principal (or if unavailable prior to the close of the



school day, the Deputy) of that action. These individuals will be informed of the report but not the specific details of the report.

It is not the School Child Protection Officer's responsibility to inform parents of any report of suspected child abuse/neglect; however, when making the referral to DCFS, how the parents become informed will be discussed and the best course of action agreed upon with that agency.

A record of follow-up contact made to external agencies regarding a referral made shall be kept.

Responsibilities of the School after Referring Cases of Suspected Child Abuse and Neglect

Following any report of suspected child abuse/neglect, the School Child Protection Officer will assume a role of student support and advocacy as required. Principals and the Senior Management Team will cooperate with DCFS and/or FSU and the DES Child Protection Officer throughout any investigation and release relevant student records and employee/volunteer reports in consultation with Department of Education Services' Child Protection Officer.

If the suspected offender is an employee of the Department of Education Services or is hired to perform duties on the campus, the Principal will in turn inform the school's Senior School Improvement Officer and the Chief Education Officer of the referral.

Prior to interviewing a child at school, DCFS will contact school administration. It is not the school's responsibility to inform parents of the interview; however, the subject of parent notification will be discussed with DCFS and a decision taken in the best interest of the child.

School leaders shall assist DCFS by providing an appropriate interview space and arranging discreetly for the student to be interviewed. The DCFS worker may request that a school employee member be present during an interview to offer support to the student. If the worker does not ask for student support, the School Child Protection Officer may make this request on behalf of the student.

If it is necessary for DCFS staff to remove the child from school during the investigation, the school will be provided with either parental consent (written or direct verbal) or a warrant from the courts granting permission to remove the child to a place of safety.

Following investigation, the school's Senior Management Team and/or the School Child Protection Officer, as appropriate, will participate in DCFS case conferences and liaise with DCFS staff on behalf of the child as requested.



All information related to suspected child abuse/neglect cases shall be treated confidentially. Schools must provide a secure cabinet for the filing and maintaining of confidential information related to child abuse/neglect cases. No documentation related to child abuse/neglect reports or investigations shall appear within the student’s cumulative folder.

On a regular basis, and no less frequently than on an annual basis, the DES Child Protection Officer will request that the School Child Protection Officer submit the total number of child abuse and neglect referrals made to DCFS by the respective school.

When following procedures for reporting suspected cases of child abuse/neglect, the safety and welfare of the student will always dictate which course of action is to be pursued. Any uncertainty shall always be resolved in favour of the child’s best interest. When in doubt, consult the DES Child Protection Officer.

Child Abuse and Neglect Reporting Policy Statement of Receipt and Agreement

I understand that as a person working with and/or providing services to children at <insert school name> >, I am subject to a criminal background check. My signature confirms that I have read and understood the Child Abuse and Neglect Reporting Policy, and that I agree to comply with the standards contained therein. I understand that any action that violates this policy may result in disciplinary action up to and including removal from <insert school name>.

Name: _____

Signature: _____

Witness: _____

Date: _____



APPENDIX 2: REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT PROCEDURES

Each school shall nominate 2 Child Protection Officers:

1. the School Counsellor
2. a full-time teaching or professional staff member within the school

All employees and volunteers shall be directed that they must report any disclosure or suspicion of child abuse, even in historic cases. It is not the educator's role to investigate or determine the validity of what is observed or told.

A report template is available at all schools and must be used when reporting suspected abuse. The template also provides a 'check and record' section for use by the Child Protection Officers.

Student discloses abuse to an employee/volunteer or other students report abuse/neglect of another student or employee/volunteer observes concerning behaviour which may indicate abuse/neglect

Employee/volunteer will:

1. Thank student for sharing this information.
2. Refrain from asking "wh" questions (who, what, when, why). Only ask open ended questions (e.g. Do you want to tell me anything else?).
3. Immediately complete the report template (available from the Child Protection Officer) and email this to yourself as a dated record and print the email.
4. Submit the form and printout of email to copy of the 2 designated Child Protection Officers in the school.
5. Refrain from discussing the matter with anyone else or further with the child.

Child Protection Officer will:

within 1 hour:

1. Put school date stamp on the report.
2. Inform the Principal that there is a child protection issue which will be referred to DCFS. No details should be provided beyond this. If the alleged perpetrator is employed on the school compound, the Principal must be informed and he/she will inform the SSIO for the school.
3. Call DCFS to report the alleged abuse.

within 24 hours:

4. Follow up with DCFS by attaching the DCFS report form to an email to DCFS. Print email and put the school's date stamp on it.
6. File the email and report in a confidential child protection file which is held by the counsellor.
7. Log any subsequent agency actions on the report template held on file.
8. If further to the report to DCFS there are ongoing reports of concern or it appears there has been no effective follow-up, the Child Protection Officer should initiate calls to DCFS and log these on the DES report form for this purpose and it should be held on file.

NB: If a student is removed from school by DCFS and the parent asks regarding where the child is, they should be directed to call DCFS for information.

Any contact with parents should be a decision for the Child protection officer who should seek advice from relevant DES staff before doing so.



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**APPENDIX 3: CHILD ABUSE INCIDENT REPORT FORM FOR SCHOOL
 EMPLOYEES/VOLUNTEERS**

**Please attach to DES Abuse Reporting Form and keep in child's private Child
 Protection File.**

State the nature and extent of the current injury, neglect, or sexual abuse to the child in question and circumstances leading to the suspicion that the child is a victim of abuse or neglect:

Information concerning previous injury, sexual abuse or neglect experienced by this child or other children in this family situation, including previous action taken, if any:

State other known information that may be helpful in establishing the cause of the child' status:

Date:

Signature of Employee/Volunteer:



APPENDIX 4: DCFS REFERRAL INFORMATION FOR CHILD ABUSE

REFERRAL INFORMATION FOR CHILD ABUSE



DEPARTMENT OF CHILDREN & FAMILY SERVICES
CAYMAN ISLANDS GOVERNMENT

INFORMATION ABOUT REFEREE

NAME TEL #
 EMAIL DEPT/ ORGANIZATION

INFORMATION ABOUT DCFS CONTACT

NAME TEL #
 EMAIL TIME

DETAILS OF CONCERNED CHILD

NAME NICKNAME
 DATE OF BIRTH AGE GENDER MALE FEMALE
 HOME ADDRESS
 SCHOOL RELATIONSHIP TO ALLEGED OFFENDER
 ANY KNOWN DISABILITIES YES NO IF YES, PLEASE SPECIFY _____

OTHER CHILDREN IN THE HOUSEHOLD:

NAME	AGE	SEX	RELATIONSHIP	DATE OF BIRTH

HOW DID YOU BECOME FAMILIAR WITH THE ALLEGED ABUSE/NEGLECT?

ADMISSION OF ABUSE BY CHILD ALLEGATION BY THIRD PARTY (SPECIFY) - _____
 DIRECT EVIDENCE OF ABUSE
 ADMISSION BY PARENT/GUARDIAN
 ROUTINE OF MEDICAL ASSESSMENT



INFORMATION ON ALLEGED ABUSE

- PHYSICAL ABUSE SEXUAL ABUSE EMOTIONAL ABUSE
 NEGLECT OTHER (SPECIFY) _____

- WHERE DID THE ALLEGED ABUSE TAKE PLACE (if known)? HOME SCHOOL
 NEIGHBOUR'S HOME RELATIVE'S HOME OTHER _____

LIST TIME OF DAY OF MOST RECENT INCIDENT OF ALLEGED ABUSE (if known) _____

DETAILS OF PARENTS OR GUARDIAN:

NAME	RELATIONSHIP	ADDRESS	TEL #

OTHER ADULTS LIVING IN HOUSEHOLD:

NAME	SEX	RELATIONSHIP	CHILD

SUMMARY OF CIRCUMSTANCES GIVING RISE TO THE CONCERN

ANY OTHER INFORMATION KNOWN AT TIME OF REFERRAL

REFEREE SIGNATURE _____ DATE: _____

FOR POLICE USE ONLY JR # _____ JC# _____ RMS# _____



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APPENDIX 5: RECORD OF FOLLOW UP TO A REFERRAL

FOR SCHOOL FILE Record of follow up to a Referral : Students Name:					
Referent Information: Referring Individual:					Title
Address:					Phone:
Relationship to the child:					
Agency (Agencies) Contacted:		Date contacted:		Date copy given to School	
DCFS Name of Intake Officer:		Date contacted:		Child Protection Officer:	
FSU Name of Intake Officer:		Date contacted:		Date Mailed to DCFS/ FSU:	
FOLLOW UP					
Follow up calls to: DCFS			Follow up calls to: FSU:		
DCFS Worker:	Date:	Outcome:	FSU Officer:	Date:	Outcome:
1.			1.		
2.			2.		
3.			3.		
4.			4.		