

# Supervisors and Administrators: Responding To Reports of Suspected Child Abuse or Neglect

If an employee or volunteer has reasonable cause to suspect that someone under 18 years of age is the victim of abuse or neglect, APS 11.8 requires the individual to make a report to the police or the Department of Social and Health Services (DSHS). If the suspected abuse is potentially occurring in a UW program or facility, the individual must also make an administrative report to the supervisor or administrator. When an employee or volunteer makes a report to you or asks for assistance in deciding whether or not to report, your response may vary depending on the circumstances.

The following information is designed to assist you in evaluating the appropriate response to each report or inquiry, which generally will fall into one of three different scenarios:

## Scenario #1

**Yes** The suspected abuse **is** potentially occurring in a UW program or facility

**Yes** Minor **is** involved in a UW program

**No or seeking help** Report has been made

1. Consider making the mandatory report to the police or DSHS together
2. Notify your chain of command to ensure that your Administrative Head is informed
3. Your Administrative Head is responsible for informing Human Resources and the UW Police Department/campus security

## Scenario #2

**No** The suspected abuse **is not** potentially occurring in a UW program or facility

**Yes** Minor **is** involved in a UW program

**No or seeking help** Report has been made

1. Explain the individual must use their best judgment about whether to make a report to the police or DSHS
2. Do not share your personal opinion about whether the individual should report, but make the report yourself if you believe you have reasonable cause to report
3. If you or the individual have concerns about the safety of the minor or others in the UW program or facility, contact SafeCampus and/or UWPD/campus security for assistance

## Questions to evaluate appropriate response:

1. Do you believe that the alleged abuse or neglect is occurring in a UW program or facility?
2. If not, is the child in one of our programs or facilities?
3. Has a report been made to law enforcement or DSHS?

## Scenario #3

**No** The suspected abuse **is not** potentially occurring in a UW program or facility

**No** Minor **is not** involved in a UW program

**No or seeking help** Report has been made

1. Explain that the individual must use their best judgment about whether to call the police or DSHS
2. Do not share your personal opinion about whether the individual should report

*University policy prohibits retaliation against those who make a report or participate in an investigation*

## What Happens at UW After a Report Is Made?

If the suspected abuse or neglect may potentially be occurring in a UW program or facility, once you have received the report and the appropriate UW administrative personnel are notified, a UW response team will be formed to evaluate an appropriate response to the report.

**Response teams** are designed to address the unique conditions of each report:

- May include members of UWPD/Campus Security, Human Resources, SafeCampus, Student Life, representatives from the affected program(s).
- Coordinate a safety plan for the child/children and others involved in the program.
- Coordinate administrative response with external law enforcement and/or DSHS.
- Ensure that those who are involved are informed of process and status.

### UW Resources

#### University of Washington Police Department (UWPD)

- PH: 206-685-UWPD (8973) or 911 for emergencies  
[washington.edu/admin/police](http://washington.edu/admin/police)

#### UW Tacoma Campus Safety and Security

- PH: 253-692-4416 or 253-692-4888 for emergencies  
[tacoma.uw.edu/administrative-services/campus-safety](http://tacoma.uw.edu/administrative-services/campus-safety)

#### UW Bothell Security and Campus Safety

- PH: (Dispatch) 425-352-5359  
[uwb.edu/safety](http://uwb.edu/safety)

#### Safe Campus

- PH: 206-685-SAFE (7233) (UW Seattle)
- PH: 253-692-SAFE (7233) (UW Tacoma)
- PH: 253-692-SAFE (7233) (UW Bothell)  
[washington.edu/safecampus](http://washington.edu/safecampus)

#### Questions?

[safemnrs@uw.edu](mailto:safemnrs@uw.edu)

#### UW Safety of Minors website

<http://f2.washington.edu/treasury/riskmgmt/compliance/minors>

### Definitions

**A report** must be made to law enforcement or DSHS if there is reasonable cause to suspect that someone under 18 years old is or has been the victim of:

**Abuse or Neglect** - Sexual abuse, sexual exploitation, or injury of a child by any person when it may 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.

**Negligent Treatment** - An act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety.

**Sexual Exploitation** - Allowing, permitting, or encouraging a child to engage in prostitution by any person; or allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child by any person.

