

Child Abuse and Neglect Report Form (4002B)

**(DO NOT KEEP A COPY OF THE COMPLETED FORM AT THE SCHOOL,
DO NOT FAX AND DO NOT SEND VIA E-MAIL)**

All reports of suspected abuse, neglect, abandonment or a child in need of supervision and care must be made to the Department of Children and Families (DCF) at the statewide toll-free hotline: 1-800-96 ABUSE (22873).

PURPOSE:

This form provides the school system with internal statistical information, and the ability to track and intervene when there are multiple maltreatment incidents. Child Abuse Services also may assist schools/departments through consultation regarding complex situations and the need for specific follow-up and supportive strategies. Child Abuse Services may be reached directly at **(754) 321-1551**.

DISTRIBUTION:

This form is a confidential document. Place the completed report form in a sealed envelope marked CONFIDENTIAL. The envelope should then be placed in a pony envelope and sent *immediately* to the Child Abuse Services Program Manager at Lauderdale Manors Early Learning and Family Resource Center, Room 715. The form will be transmitted by the Student Services Department to the Child Protective Investigation Section of the Broward Sheriff's Office (BSO). A copy will be retained by Child Protective Services in a locked file for five years, but will not be supplied or shared with anyone other than the reporter.

COMPLETION OF THE FORM:

I. IDENTIFYING INFORMATION:

Enter all information requested in the spaces provided.

II. CASE INFORMATION:

Circle the type(s) of suspected abuse/neglect.

Refer to attached list of child abuse/neglect indicators and list observed indicators. Make any additional comments you may have.

Check in the space provided to indicate whether the report was accepted for investigation. If the report was not accepted, give the reason for denial.

If you have contacted law enforcement, please enter the name of the jurisdiction.

If you have any other information about the child or the situation, which might be helpful in the investigation process, please include your comments on the line designated for other pertinent information.

III. REPORTER INFORMATION:

By law you may not make an anonymous report as a professional reporter. You must give your name and contact information, which will be held confidential by DCF, the investigating agency and Child Abuse Services.

CLUES TO LOOK FOR IN DETECTION*
PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT

Type of Child Abuse/Neglect	Physical Indicators	Behavioral Indicators
PHYSICAL ABUSE	Unexplained bruises with welts: <ul style="list-style-type: none"> - on face, lips, mouth - on torso, back, buttocks, thighs - in various stages of healing - clustered, forming regular patterns - reflecting shape of article used to inflict (electric cord, belt buckle) - on several different surface areas - regularly appear after absence, weekend or vacation - human bite marks - bald spots Unexplained burns: <ul style="list-style-type: none"> - cigar, cigarette burns, especially on soles, palms, back or buttocks - immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitals) - patterned like electric burner, iron, etc. - rope burns on arms, legs neck or torso Unexplained fractures: <ul style="list-style-type: none"> - to skull, nose, facial structure - in various stages of healing - multiple or spiral fractures Unexplained lacerations or abrasions: <ul style="list-style-type: none"> - to mouth, lips, gums, eyes - to external genitals 	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: <ul style="list-style-type: none"> - aggressiveness, or - withdrawal - overly compliant Afraid to go home Reports injury by parents Exhibits anxiety about normal activities, e.g. napping Complaints of soreness and moves awkwardly Destructive to self and others Early to school and stays late as if afraid to go home Accident prone Wears clothing that covers the body when not appropriate Chronic runaway (especially adolescents) Cannot tolerate physical contact or touch
PHYSICAL NEGLECT	Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Unattended physical problems or medical needs Abandonment Lice Distended stomach, emaciated	Begging, Stealing food Constant fatigue, listlessness or falling asleep States there is no caretaker at home Frequent school absences or tardiness Destructive, pugnacious School dropout (adolescents) Early emancipation from family (adolescents)
SEXUAL ABUSE	Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitals, vaginal or anal area Venereal disease Frequent urinary or yeast infections Frequent unexplained sore throats	Unwilling to participate in certain physical activities Sudden drop in school performance Withdrawal, fantasy or unusually infantile behavior Crying with no provocation Bizarre, sophisticated or unusual sexual behavior or knowledge Anorexia (especially in adolescents) Sexually provocative Poor peer relationships Reports sexual assault by caretaker Fear of or seductiveness towards males Suicide attempts (especially adolescents) Chronic runaway Early pregnancies
EMOTIONAL MALTREATMENT	Speech disorders Lags in physical development Failure to thrive (especially in infants) Asthma, severe allergies Substance abuse	Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, inhibition of play) Behavioral extremes: <ul style="list-style-type: none"> - compliant, passive - aggressive, demanding Overly adaptive behavior: <ul style="list-style-type: none"> - inappropriately adult - inappropriately infantile Developmental lags (mental, emotional) Delinquent behavior (especially adolescents)

*From Cynthia Crosson Tower, *Child Abuse and Neglect: A Teacher's Handbook for Detection, Reporting, and Classroom Management*, pp 82-83. Copyright 1984 by The National Association of the United States, Reprinted with Permission.

OFFICIAL DOCUMENT -DO NOT REPRODUCE
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CHILD ABUSE AND NEGLECT FORM (CONFIDENTIAL)
(F.S. 39.202)

IDENTIFYING INFORMATION

SCHOOL _____ PHONE _____ AGE _____
CHILD _____ DOB _____
CHILD'S ADDRESS _____ SEX _____
CITY _____ STATE _____ ZIP _____ GRADE _____
PARENT(S)/GUARDIAN(S) _____ RACE _____
ADDRESS _____ FSI _____
CITY _____ STATE _____ ZIP _____ (Florida Student Identification Number)
HOME PHONE _____ WORK PHONE _____
SIBLINGS NAMES _____

CASE INFORMATION

Circle the type(s) of suspected maltreatment: **Child –on – Child Sexual Abuse** **Neglect**
Domestic Violence **Threatened Harm** **Need of Supervision and Care** **Abandonment**
Physical Abuse **Psychological Maltreatment** **Sexual Abuse** **Family in need of Services**

Refer to the attached chart of some child abuse/neglect indicators. List observed indicators (physical and/or behavioral) of possible maltreatments using the chart, or based on other information received from the student or others with knowledge of the student's situation:

Employee Allegation Yes No

Additional Comments _____

Date and time reported to Hotline (**1-800-96-ABUSE**): _____
Hotline Counselor's Name _____ ID#: _____
Was the report accepted for investigation? Yes No If No, enter the reason for refusal _____

Is law enforcement involved? If so, name of Police Department: _____
Other pertinent information (e.g., relevant health information; knowledge of family situation; student services involvement; prior abuse; drop in grades)

REPORTER INFORMATION

Print Name : _____ Date: _____
Title: _____ Phone: _____