

## Instructions for Completing the Mandatory Reporting Module

UA students are required to complete the online Mandatory Reporting training module before they begin their field experience. Since you will be working with children, you must understand your legal obligation to report suspected abuse, neglect, and other reportable offenses.

This is the link to the online module: [www.mandatoryreporting.coe.arizona.edu](http://www.mandatoryreporting.coe.arizona.edu). The module includes a series of video clips as well as some documents regarding Mandatory Reporting statutes.

You are required to use the video clips and accompanying materials to complete the note-taker below. Once you are finished, email the note-taker to your program director as evidence that you have met the Mandatory Reporting requirement.

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### Mandatory Reporting Note-Taker

Any district employee who reasonably believes that a minor is or has been the victim of the following shall immediately report or cause reports to be made of this information:

#### 1. Physical Injury/Child Abuse

◆ Definition:

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◆ How do I know if it was an accident?

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◆ Do you report corporal punishment of a child by a parent?

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◆ Do you need to report Student-to-student injury?

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#### 2. Neglect

◆ Definition:

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#### 3. Reportable Offenses

◆ Definition:

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Includes: Over the clothing touching, minor-to-minor touching, minor-to-adult touching, adult-to-minor touching, penetration, fondling, oral contact. Examples: sexual abuse, sexual conduct with a minor, sexual assault, molestation. Additional information on Reportable Offenses is contained in this [PDF](#) for you to read.

**Reporting Guidelines:**

- **Reasonable Belief = very low threshold.**

Definition:

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**Information may come from:**

1. Physical, emotional, behavioral indicators
2. Abuse you have actually witnessed
3. The student
4. A third party – adult or child

**Cautions:**

1. You do NOT need to see visual evidence
2. Your obligation is NOT to determine whether the information is true or untrue.
3. It is NOT your job to establish that it is more probable than not that abuse has occurred or beyond a doubt that abuse has occurred.
4. Do not conduct an investigation.

- **What three things can you ask the child?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- **To whom do you make the report?**

○ When the alleged abuser is known to be someone other than a parent, guardian, or custodian, a report shall be made to:

\_\_\_\_\_

○ When the abuser is a parent, guardian or custodian, a report may be made to the following two entities:

\_\_\_\_\_

○ If the alleged abuser is a district employee, a report shall be made to the following two entities:

\_\_\_\_\_

- **What are the guidelines regarding reporting of Consensual Sex:**

\_\_\_\_\_

- **What is the definition of “immediately”?**

\_\_\_\_\_

- **Should you speak with the alleged abuser?**

\_\_\_\_\_

- **Should you contact or provide information to the parents?**  
\_\_\_\_\_
  - **Is your reporting obligation satisfied if you report to a school nurse, counselor or principal?**  
\_\_\_\_\_
  - **Are there protections for an employee who makes a report?**  
\_\_\_\_\_
  - **Should you report verbal comments by minors to minors?**  
\_\_\_\_\_
  - **Should you report verbal comments by adults to minors and/or suspected “grooming”?**  
\_\_\_\_\_
  - **Should you promise the student that you will keep the information private?**  
\_\_\_\_\_
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*By signing, I attest that I have completed the Mandatory Reporting training modules and note-taker. If I have any questions about mandatory reporting, I understand that it is my responsibility to obtain an answer in a timely manner from professors, law enforcement, and/or school administration.*

Printed Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_