

## **Mandatory Reporting Procedures**

Mandatory Reporting - All school staff are required to report any of the following to the indicated authorities as well as the school administration.

- *Suspected Child Abuse or Neglect* - All school staff is required to report any instance of suspected abuse or suspected neglect including physical or sexual abuse or neglect. Contact Child Welfare Services immediately to file a report. If necessary contact the local police if criminal activity is suspected. Contact Info: Oahu - 808-832-5300; toll free - 1-888-380-3088.
- *Suspected Child Trafficking* - Contact Child Welfare Services. Contact Info: Oahu - 808-832-1999; toll free - 1-888-398-1188.
- *Suspected Suicide Attempt* - If a student has reported to you any thoughts of suicide or shows evidence of self-harm contact the Administration and SSC immediately. They will contact the parent/guardian as well as the Crisis Line of Hawaii. Contact info: Oahu - 808-832-3100; toll free - 1-800-753-6879.
- *Criminal Activity* - such as any drug related activities, theft, robbery, use of weapons/firearms & death threats contact the school administration immediately. They will determine the next steps including contacting the local police.

Reviewed by the WHEAPCS GB: July 14th, 2021