

QUICK REFERENCE: Child Abuse and Neglect Reporting Procedures

MAKE AN ONLINE REPORT [HERE](#)

All MCPS employees, contractors, and volunteers are personally and directly required to report immediately any suspected instance of abuse or neglect of a child or vulnerable adult.

IF THERE IS DOUBT ABOUT WHETHER TO REPORT ABUSE OR NEGLECT, ALWAYS ERR IN FAVOR OF REPORTING THE ALLEGATION TO CPS OR APS (FOR VULNERABLE ADULTS).

1. ORAL REPORT:

- a. Oral reports of child abuse must be made immediately to **Child Welfare Services in the Montgomery County Department of Health and Human Services, commonly known as Child Protective Services (CPS) at 240-777-4417. Ask if the case will be taken or screened out.**
- b. Oral reports of abuse of a vulnerable adult must be made immediately to **Adult Protective Services (APS) at 240-777-3000. Ask if the case will be taken or screened out.**
- c. If a child or vulnerable adult provides information pertaining to suspected abuse or neglect by an MCPS employee, contractor, or volunteer, that individual may ask limited follow-up questions to assist in obtaining a brief description of the incident and injuries, where they occurred, and the name or a description of the alleged offender. Prior to making a report, however, no employee, including principal, should conduct an investigation or interrogate the alleged abuser, alleged victim, or potential witnesses.
Always defer to the experts at CPS and Montgomery County Police Department (MCPD).

2. NOTIFICATION OF PRINCIPAL/SUPERVISOR: After making an oral report to CPS or APS, immediately notify the principal. If the staff member making the report is not school based, they should also notify the principal of the school where the child/vulnerable adult attends (even if CPS/APS declines to investigate or screens out the complaint).

3. FOLLOW-UP BY PRINCIPAL/SUPERVISOR: Principals/supervisors must take additional steps immediately after being notified of an oral report to CPS/APS.

- a. If the alleged abuse involves **RAPE** or a **SEXUAL OFFENSE**:
 - Report to non-emergency **MCPD Emergency Communications Center (ECC) 240-683-1600**
 - Notify **Office of School Support and Well-Being (OSSWB) 240-740-3100**

NOTE that in responding to other suspected abuse or neglect incidents, MCPS may seek assistance from the SVID and, in all emergency situations, MCPS employees, contractors, or volunteers should call the Public Safety Communications Center at **911**.

- b. Confirm oral report has been made and a written report is submitted
MCPS Form 335-44 ONLINE is available [HERE](#).
- c. Collaborate with the **MCPS System-Wide Child Abuse Contact (MCPS SWCAC)** or designee in **Student Welfare and Compliance (SWC) at 240-740-3215**, and other county partner agencies to ensure that the **alleged offender does not present an immediate danger to the safety of the alleged victim and other students**, and take other appropriate follow-up action.
- d. Collaborate with the school-based child abuse liaison to provide support and counseling to alleged victims, as well as students who come forward to report or confirm allegations of abuse or neglect.

4. **IF THE ALLEGED PERPETRATOR IS AN MCPS EMPLOYEE, CONTRACTOR, OR VOLUNTEER:** Principal/Supervisor notifies the **MCPS SWCAC or designee in SWC 240-740-3215**, who will ensure notification to the **Department of Compliance and Investigations (DCI) 240-740-2888**. In every case of alleged abuse or neglect by an MCPS employee, contractor, or volunteer, DCI will conduct an internal investigation.
5. **WRITTEN REPORT:** Oral reporter completes **MCPS Form 335-44, Report of Suspected Child Abuse and Neglect**. **MCPS Form 335-44 ONLINE Report is available [HERE](#)**.
- a. Written report/Online report of must be submitted immediately after the call to CPS disclosing the existence of suspected abuse and/or neglect.
- b. Written Report: copies of the report **must** be sent to:
(Online Report automatically sends report to all four departments below)
- **Copy 1 - CPS, DHHS, 1301 Piccard Drive, Rockville, MD 20850, Phone: 240-777-4417; or APS, DHHS, 401 Hungerford Drive, 3rd Floor Rockville, MD 20850, Phone: 240-777-3000**
 - **Copy 2 - MCPS System-Wide Child Abuse Contact**
Student Welfare and Compliance, CESC, Room 55, Phone: 240-740-3215
 - **Copy 3 - Office of the State’s Attorney for Montgomery County**
County Office Building, 50 Maryland Avenue, 5th Floor, Rockville, MD 20850
 - **Copy 4 - Special Victims Investigations Division**
Montgomery County Police Department, 7300 Calhoun Place, Suite 300 Rockville, MD 20855, Phone: 240-773-5400
- c. School maintains a confidential log of all reported cases, but does **NOT** keep a copy of the written report.
6. **PARENT/GUARDIAN NOTIFICATION:** Collaborate with the MCPS SWCAC and county partner agencies (CPS, APS (for vulnerable adults), and/or the SVID) **to develop a plan for appropriate notification of parents/guardians of student victims**.
7. **COMMUNITY NOTIFICATION:** Collaborate with the MCPS SWCAC, the MCPS Office of Communications, and county agencies to determine whether others in the school community should be notified and develop a plan, including a timeline.

Resource: MCPS [Policy JHC-RA](#), *Reporting and Investigating Child Abuse and Neglect*

Need Help? Contact *Student Welfare and Compliance* at 240-740-3215 or Visit our website at <https://www.montgomeryschoolsmd.org/compliance/>