



REPORTING SUSPECTED CHILD ABUSE

PURPOSE

To provide guidance to employees, contractors and volunteers of Healthy Minds Consulting, Inc. (HMC) regarding mandatory reporting requirements and appropriate behavior when dealing with victims, parents, authorities, employees/management, and the media.

SCOPE

This policy applies to all employees, contractors, partners, and volunteers of HMC.

DEFINITIONS

This policy shall refer to and wholly abide by the California Penal Code, Section 11164-11174.3 (the Child Abuse and Neglect Reporting Act, as taken from www.leginfo.ca.gov, February 2014).

- **“Minor” and “Child”** shall both be used to describe a person under the age of 18 years.
- **Serious Physical Injury:** injury causing severe pain or significantly impairing functioning, either temporarily or permanently.
- **Serious Mental Injury:** a condition that renders the individual chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, or in reasonable fear that his/her safety is threatened, or seriously interferes with the individual’s ability to accomplish age-appropriate developmental and social tasks.
- **Sexual Abuse or Exploitation:** the use or coercion of any individual to engage in any sexually explicit conduct, or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, or the rape, sexual assault, involuntary sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse, or sexual exploitation of any individual.

- **Serious Physical Neglect:** any condition that arises from prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers an individual's life or development or impairs the individual's functioning.
- **Imminent Risk:** any act, or failure to act, that creates an imminent risk of serious physical injury or sexual abuse and exploitation of any individual.

POLICY - Agreement

All employees, contractors, and volunteers of Healthy Minds Consulting, Inc. are required to receive a copy of and sign the Mandated Reporter Agreement as a condition of employment or association. The agreement shall be provided upon hiring (or given retroactively at the next company meeting for those tenured prior to the creation of this policy) and a signed copy shall be kept in the employee's personnel file.

POLICY - Reporting

California law requires certain individuals to report child abuse, whenever they have reasonable suspicion of child abuse. However, ANY person may report abuse if they have reasonable suspicion that a child (or anyone) has been abused. Anyone working with or representing Healthy Minds Consulting, Inc. is required to report known or suspected incidents, per the following policy.

How to make a report of suspected child abuse:

1. If a child is in immediate danger, the employee should contact police at 911 to obtain immediate protection for the child.
2. If you suspect child abuse, you must formally report the suspected abuse and contact an executive of HMC immediately. Following the initial reporting, a written description of events should be submitted to an executive of HMC by email within 24 hours of the initial report. Report as much detail as possible, including the circumstances of your suspicion, who is involved, and any other details of the matter. Include a copy of the formal report submitted to the authorities (see below). For the avoidance of doubt, regardless of the current age of the victim of suspected or reported abuse, a report should be made.
3. A report must be filed in accordance with the laws of California.
To report child abuse in Los Angeles County, contact the Child Protection Hotline 24 hours a day, 7 days a week:
Toll-free within California, phone (800) 540-4000
If calling from outside of California, phone (213) 639-4500
TDD [Hearing Impaired] (800) 272-6699

4. Any person or official required by law to report a case of suspected child abuse who willfully fails to do so shall be held accountable to the laws of California and will be reported immediately by the executives of HMC. This person is also subject to disciplinary action by HMC up to and including immediate dismissal, superseding any other agreement or condition of employment.

POLICY - Interactions

In the act of witnessing, reporting, or doing business with others after a report has been filed, it is likely that the reporter will have reason or cause to interact with principals involved in the incident. The following policy should be adhered to to govern the behavior and actions of anyone working with or representing HMC after a report has been filed:

1. AUTHORITIES

1. Full adherence to federal and state laws is mandatory, and full compliance is to be given to authorities responding to and investigating any report of abuse. Additionally, HMC's executive team should be kept apprised of all interactions with authorities so as to allow the company to be aware of the situation and be fully compliant.

2. MEDIA

1. Under no circumstances are any comments or statements to be made to any outside person, agency, or media/social media outlet regarding anything to do with any aspect of a reported incident unless specifically directed to do so by an executive of HMC.
2. Any breach of this protocol could result in the violation of the victim's rights, and could potentially be a violation of California law. HMC will take appropriate action, up to and including dismissal.
3. Any request for comment by any third party shall be directed to the President of HMC or a representative as designated by the President.