



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

JAN 30 1998

MEMORANDUM FOR DODEA MANAGERS AND SUPERVISORS

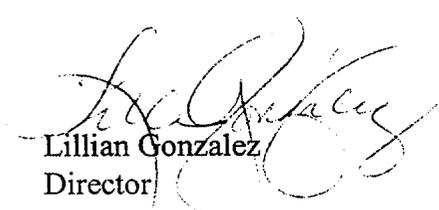
SUBJECT: DoDEA Regulation on Child Abuse Reporting

Attached is the newly revised regulation entitled "DoDEA Family Advocacy Program (FAP) Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect." Some of the key changes or clarifications in the regulation are as follows:

- DoDEA personnel must report all suspected or alleged child abuse to the local FAP officer and also to the reporting employee's immediate supervisor.
- The regulation clarifies that the district and area superintendents will handle allegations against principals.
- DoDEA personnel who have reason to believe a student has been abused or neglected, either within or outside of DoDEA schools, must report the information.
- The principal must personally represent DoDEA on the installation FAC and cannot delegate this responsibility. This does not change the principal's authority to delegate responsibility to attend FACMT meetings to other school personnel.
- The regulation clarifies that prior to notifying the alleged offender of the allegations, the principal must first coordinate with the local FAP officials.
- An enclosure containing definitions has been added to the regulation.

I have also attached the Department of Defense Hotline Numbers for reporting allegations of child abuse. Please ensure that these numbers are displayed in a prominent location in each of our schools.

Thank you for your suggestions and support in helping us strengthen the regulation for the benefit of our students. Our responsibility to protect the children entrusted to our care is of paramount importance.


Lillian Gonzalez
Director

Attachments:
As stated



DEPARTMENT OF DEFENSE

CHILD ABUSE & SAFETY VIOLATION
HOTLINE

A DoD hotline for the reporting of suspected child abuse or safety violations at Military Child Development Centers or Family Day Care Homes

TOLL FREE NUMBERS

CONUS, ALASKA HAWAII, PUERTO RICO . . .	1-800-336-4592
GUAM	01-800-164-8003
GERMANY	0130-81-2702
ITALY	1678-70-154
JAPAN	0031-11-1821
KOREA	008-1800947-8278
PANAMA	01-800-111-0058
PHILIPPINES	001-800-111-9034
SPAIN	900-99-1107
UNITED KINGDOM	0800-89-7478

PERSONNEL CENTER

DODEA REGULATION 2050.9
January 27, 1998

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
FAMILY ADVOCACY PROGRAM PROCESS AND
PROCEDURES FOR REPORTING INCIDENTS
OF SUSPECTED CHILD ABUSE AND NEGLECT

- References:
- (a) DS Regulation 2050.2, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," November 13, 1987 (hereby canceled)
 - (b) DS Administrative Instruction 2050.3, "Institutional Child Abuse Report," February 7, 1990 (hereby canceled)
 - (c) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
 - (d) DoD Instruction 6400.2, "Child and Spouse Abuse Report," July 10, 1987
 - (e) DoD Instruction 6400.3, "Family Advocacy Command Assistance Team," February 3, 1989

A. PURPOSE

This regulation cancels references (a) and (b) and provides guidance and establishes the Department of Defense Education Activity (DoDEA) roles and responsibilities for working cooperatively with the Department of Defense (DoD) Family Advocacy Program (FAP) officials to protect and assist actual or alleged victims of child abuse and neglect. This regulation also establishes reporting requirements for DoDEA employees associated with allegations or suspicions of child abuse occurring both within and outside of DoDEA schools.

B. APPLICABILITY AND SCOPE

This regulation applies to all DoDEA personnel.

C. POLICY

It is DoDEA policy that all DoDEA personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local Family Advocacy Program officer and to the reporting employee's immediate supervisor, and will cooperate with the family advocacy program process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect. Reference (c) requires that local FAP officers of the military departments be notified of allegations or suspicions of abuse or

neglect. It also establishes a coordinating role for FAP officers in the process of dealing with cases of actual or alleged child abuse among the commander, law enforcement and investigative agencies, the medical treatment facility, child protective services, and applicable involved activities, such as DoDEA schools. A program to deal with child abuse and neglect involves not only individuals in families where children are suffering maltreatment, but also includes numerous people who are attempting to protect children. Because the problem is multidisciplinary, there is a need for responses from many professionals at many levels. It is the professional responsibility of all DoDEA staff members to assist the FAP by identifying suspected and alleged cases of child abuse and neglect and referring children who may be abused or neglected to the local FAP officer for appropriate intervention and treatment.

D. DEFINITIONS

Terms used in Reference (c) are defined in enclosure 1.

E. RESPONSIBILITIES

1. The Director, DoDEA shall:

- a. Provide leadership and encouragement for a coordinated DoDEA/FAP approach to family advocacy issues affecting the education of students enrolled in DoDEA.
- b. Provide guidance to area and district superintendents in implementing this regulation.
- c. Request the inclusion of DoDEA representatives on the DoD Family Advocacy Command Assistance Team as necessary.
- d. Designate a DoDEA staff member to represent DoDEA on the DoD Family Advocacy Committee (FAC) and to coordinate DoDEA's initiatives and actions with Military Service FAP Managers.

2. Area and District Superintendents shall:

- a. Provide leadership and encouragement to facilitate coordination and cooperation between local DoDEA officials and FAP program officials.
- b. Establish liaison with major command FAP officers or coordinators.
- c. Designate a member of their staff to represent them on command FAC's.
- d. Coordinate with command FAP officers or coordinators to provide education and training to key personnel concerning FAP policy and effective measures to alleviate problems associated with child abuse.

e. Ensure that local DoDEA officials regularly participate in installation Family Advocacy Committee activities.

f. Ensure that reports of alleged and suspected child abuse are reported in compliance with the requirements of this regulation.

g. Designate, as appropriate, DoDEA personnel to work with FAP officials in:

(1) Assisting principals in dealing with allegations of child abuse within the school.

(2) Providing consultative services to school staffs, installation commanders, FAP officials, and law enforcement agencies.

(3) Inquiring into alleged cases of child abuse when requested by the FAP manager and the law enforcement agency as part of a coordinated investigation.

(4) Requesting assistance from the DoD Office of Family Policy through the Director, DoDEA.

h. Upon learning of allegations or suspicions of abuse by a DoDEA administrator, assume the responsibilities normally performed by principals which are summarized in paragraph E.3.f. below.

3. Principals shall:

a. Establish liaison with the FAP officer or coordinator for the local installation on which the school is located.

b. Represent DoDEA on the installation FAC.

c. Designate a faculty member to represent the school on the installation/community Case Review Committee/Family Advocacy Case Management Committee (FACMT) when the case before it concerns a student and/or a student's family.

d. Coordinate with the installation FAP officer or coordinator to provide annual training for school personnel to assist in identifying, reporting, and protecting actual or suspected victims of child abuse.

e. Ensure that the telephone number for the local FAP officer is posted in areas where faculty members are likely to see it.

f. Upon learning of allegations or suspicions of abuse by a DoDEA staff member or in a DoDEA setting:

(1) Immediately contact the local FAP officer to ensure that FAP officials are aware of the allegations.

(2) Within 24 hours, notify the district superintendent, the area superintendent, and the Director, DoDEA. The reporting format at Enclosure 2 should be used for this purpose. The report should be sent via electronic mail or by facsimile transmission.

(3) Work closely and cooperatively with FAP officials and participate, as appropriate, in the investigation, intervention, and overall response to the allegations.

(4) Determine, after consultation with officials from FAP, and, if appropriate, higher levels of DoDEA, whether an alleged offender is to be temporarily relieved from duty involving contact with children pending further investigation. The principal should rely on the information gathered by FAP officials and the investigative agencies. The seriousness of the allegations and the safety of the children should weigh heavily in this decision. Prior to notifying the alleged offender of the allegations, the principal should consult with appropriate FAP officials.

(5) Provide periodic updates on the status of cases to the Director, DoDEA, the area superintendent, and the district superintendent.

4. A DoDEA employee who has reason to believe that a student has been abused or neglected, either within or outside of DoDEA schools, shall report that information to the local installation's FAP officer immediately. The information shall also be promptly reported to the reporting employee's immediate supervisor. In the event the immediate supervisor is not available or is suspected or accused of abuse or neglect, the information shall be reported to the next higher level supervisor in the DoDEA chain of command. The obligation to make such reports is an official, professional responsibility of each DoDEA employee.

F. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 60 days after the date of publication.

(original signed)
Lillian Gonzalez
Director

Enclosures-2

1. Definitions
2. Alleged Child Abuse Report

DEFINITIONS

1. Case Review Committee (CRC). A multidisciplinary team of designated individuals working at the installation level, tasked with the evaluation and determination of abuse and/or neglect cases and the development and coordination of treatment and disposition recommendations.
2. Case Status. The status of the case at the time of the report. Includes “substantiated,” “suspected,” or “unsubstantiated,” as follows:
 - a. Substantiated. A case that has been investigated and the preponderance of available information indicates that abuse has occurred. This means that the information that supports the occurrence of abuse is of greater weight or more convincing than the information that indicates that abuse did not occur.
 - b. Suspected. A case determination is pending further investigation. Duration for a case to be “suspected” and under investigation should not exceed 12 weeks.
 - c. Unsubstantiated. An alleged case that has been investigated and the available information is insufficient to support the claim that child abuse and/or neglect or spouse abuse did occur. The family needs no family advocacy services.
3. Child Abuse and/or Neglect. Includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child’s welfare under circumstances indicating that the child’s welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A “child” is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term “child” means a natural child, adopted child, stepchild, foster child, or ward. The term also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a MTF is authorized.
4. DoD Family Advocacy Committee (DoD FAC). A body of representatives from all Military Service branches (including the Coast Guard) and other designated members chaired by the Deputy Director, FAP, tasked with advising the ASD(FM&P), or designee, on the status of FAPs, and assisting with the coordination of special projects.
5. Family Advocacy Program (FAP). A program designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress, and to promote healthy life.
6. FAP Manager (FAPM). An individual designated by the Secretary of the Military Department to manage, monitor, and coordinate the FAP at the headquarters level.

7. FAP Officer (FAPO). A designated officer to manage, monitor, and provide staff supervision of the FAP at the local level.

Cancelled

PRIVACY ACT PROTECTED
MATERIAL

FOR THE EYES OF ADDRESSEE ONLY

FOR OFFICIAL USE ONLY

DO NOT DISCLOSE OR RELEASE OUTSIDE OF DOD.

**DO NOT DISCLOSE TO ANY PERSON WITHIN DOD WHO DOES NOT REQUIRE
THE ATTACHED INFORMATION.**

**IMPROPER DISCLOSURE IS PROHIBITED BY LAW AND IS PUNISHABLE BY
FINE OF NOT LESS THAN \$1000**

ADDRESSEE: _____

Cancelled

ALLEGED CHILD ABUSE REPORT

This information is to be provided to the district superintendent, the area superintendent and the Director, DoDEA, within 24 hours of the occurrence or initial reporting of any alleged incident of child abuse or neglect.

1. Date of Alleged Incident: _____

2. School Filing This Report: _____

3. Name and Telephone Number of Person Filing This Report:

4. Alleged Abuse Occurred:

____ On Campus

____ Off Campus (specify):

5. Case under Investigation by (check all that apply):

____ Military Criminal Investigators

____ Host Nation or Local Authorities

Other (specify):

6. Nature of Alleged Incident (check all that apply):

____ a. Fatality

____ b. Sexual Abuse

____ c. Major Physical Injury

____ d. Minor Physical Injury

____ e. Emotional Abuse

____ f. Other: _____

7. Victim Information:

Victim #1 - Sex

Age:

Victim #2 - Sex

Age:

Victim #3 - Sex

Age

ALLEGED CHILD ABUSE REPORT

8. Type of Treatment:

	Victim #1	Victim #2	Victim #3
Medical Outpatient			
Medical Inpatient			
Social Services			
None			
Not Known			

9. Alleged Offender's Name and Relationship to DoDEA: _____

10. Date Case Reported to Local FAP Officer: _____

11. Provide the Name and Telephone Number of

FAP Point of Contact: _____

Criminal Investigation Point of Contact: _____

DoDEA Point of Contact: _____

12. Administrative Action, if any Taken by Principal:

13. Brief Description of the Incident: