

<h1>University Schools</h1>			
Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: June 2025
		Rescinds: 408	Issued:

General

The Vice Provost/Director of Schools shall:¹

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
2. Require that the Coordinator and the Alternate receive appropriate training;
3. Supply the Coordinator with all necessary resources;
4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.²

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

REPORTING

All University Schools employees shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If employees know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and University of Memphis Police Services.⁴ When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and University of Memphis Police Services prior to notifying the Coordinator.⁵

The report shall include, to the extent known by the reporter:⁶

1. The name, address, telephone number, and age of the child;
2. The name, telephone number, and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The Vice Provost/Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

CONFIDENTIALITY

District employees shall keep all information regarding any child abuse confidential in accordance with state law.

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at school. The Director may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The Director is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Any person required to file a report regarding suspected child abuse and neglect who is found guilty of failure to do so is subject to disciplinary action up to and including termination, as well as current legal penalties established by the state and legislature. Any employee found to have committed child abuse or child sexual abuse upon any University Schools student shall be terminated from their employment with University Schools. Any student found to have committed child abuse or child sexual abuse upon another student shall receive the appropriate disciplinary action which may include expulsion.

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v)
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)