

# CHILD ABUSE AND NEGLECT REPORTING ACT (CANRA)

## FREQUENTLY ASKED QUESTIONS

**What is CANRA?** It is a California law and stands for Child Abuse and Neglect Reporting Act (“CANRA”) and requires certain University employees to report known or suspected child abuse or neglect. Employers are required to identify “Mandated Reporters” and secure acknowledgment of their reporting obligations as a condition of employment.

University of California policy follows the rule of law and is intended to comply with its obligations under the Act; to require that all University employees and administrators who are Mandated Reporters make required reports to child protection or law enforcement agencies;

**Who is a Mandated Reporter?** Any employee or administrator who comes into direct or indirect contact with children, youth, and minors (anyone under the age of 18) on a regular basis. An individual is considered a Mandated Reporter if their duties include:

- a) Direct or indirect contact with minors (anyone under the age of 18);
- b) Supervision of minors;
- c) Supervision of other Mandated Reporters or employees who come into regular contact with minors;
- d) Volunteers who come into regular contact with minors;
- e) Ancillary staff who work in areas where minors are regularly present.

Mandated Reporters at UC Berkeley include:

- Administrators and employees whose duties require direct contact with and supervision of minors;
- Administrators and employees in daycare centers and youth recreation programs; medical and mental health professionals, trainees, and interns;
- Athletics and Rec Sports employees and Coaches (including graduate assistants);
- Employees and Officials by virtue of professional licensure or required job qualifications (e.g., licensed health professionals);
- Campus police;
- High school internship supervisors and employees (including academic personnel staff or other such locations);
- Certain human resources employees;
- Employees who are charged with handling discrimination complaints, as defined in CANRA;
- Employees who supervise minor employees;
- Teachers, Teaching Assistants (and their immediate supervisors) and instructional aides whose duties require direct contact with and supervision of children (students under the age of 18) on a regular basis.

### Faculty Members

Typically, faculty are not considered “teachers” under CANRA, even when matriculated students under the age of 18 enroll in their classes. For example, if you work with a student who is under 18 for a limited period of time (while teaching a class, while working as an RA), but your job doesn't normally involve working with minors. **However, some Faculty are considered Mandated Reporters** under other provisions of the Act. The nature of your job that brings you in regular contact with minors is what makes you a reporter, for example:

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- Faculty members and other academic personnel who have responsibility for instruction at the preschool, elementary, or high school level, for example, those who teach high school seminars or who serve as mentors in on-campus high school internship programs.
- Faculty members whose University duties require direct contact and supervision of a person under the age of 18 - such as minors who assist with scholarship, research, in labs or other academic activities.
- All employees (including faculty members and other academic personnel) and administrators whose duties bring them into contact with minors on a regular basis, or who supervise others with such duties.

### Volunteers:

- A volunteer who comes in regular contact with minors on behalf of the University is also a Mandated Reporter (as an “Official” under the Policy).

### Facility Managers:

- University administrators who are responsible for managing facility rentals for camps or other programs that may bring children onto campus facilities should comply with CANRA and promptly report any observed or suspected abuse to appropriate authorities and should comply with any contracting standards that may be adopted by the campuses requiring such background checks.
- CANRA also applies to any Mandated Reporter and to any employer of Mandated Reporters (such as an independent camp that rents University facilities).

### Youth Camp Food Service and Facility Workers

- The University policy on reporting child abuse and neglect applies to University personnel who provide services to youth camps/programs. For example, a University employee who provides food services or janitorial services at a camp, and thus regularly comes into contact with campers who are minors is a Mandated Reporter under this Policy, as is their immediate supervisor.

## **What are CANRA's Basic Reporting Provisions?**

- *Reporting Abuse of Children*

A Mandated Reporter must make a report whenever, in their professional capacity or within the scope of their employment, they have knowledge of, or observes a person under the age of eighteen whom the Mandated Reporter knows or reasonably suspects has been the victim of child abuse or neglect.

- *Reporting Abuse of Dependent Adults or Elders*

Mandatory Reporters are also required to report suspected abuse or neglect of dependent adults or elders when told by the dependent adult or elder that they have experienced abuse or neglect, or when the Mandated Reporter reasonably suspects abuse or neglect of a dependent adult or elder.

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# Reporting Suspected Child Abuse or Neglect

**1.** *Immediately notify the authorities and your supervisor*  
UCPD: 510-642-6760  
or  
Local Police Department

**2.** Submit **Internal Report** to University Whistleblower Hotline Online  
universityofcalifornia.edu/hotline  
or call 800-403-4744  
*\*Write down Report Key\**

**3.** Submit **CANRA Report** within 36 hours to authorities  
*\*Include Report Key\**

**Report what you know**  
You do not have to possess all the below information to make a report.

Important details include:

- Information about the child
  - Name
  - Contact Info
  - Age
  - Guardian Name
- Information about the person suspected of committing the abuse.
- Information regarding the incident, disclosure, or observation leading to the report.

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For additional information, contact the Office of Risk Services (510) 289-8282

**What Types of Child Abuse and Neglect Must Be Reported?** Mandated Reporters must report the following types of child abuse and neglect:

- Physical injury - inflicted by other than accidental means.
- Sexual abuse - meaning sexual assault or sexual exploitation of a child.
- Sexual exploitation - meaning depicting a child in, or knowingly developing, duplicating, printing, downloading, streaming, accessing through any electronic or digital media, or exchanging, a film, photograph, videotape, video recording, negative, or slide in which a child is engaged in an act of obscene sexual conduct.
- Neglect - meaning the negligent treatment, lack of treatment, or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare.
- Willful harming or injuring or endangering a child - meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered.
- Unlawful corporal punishment or injury - willfully inflicted on a child and resulting in traumatic conditions.

**What are the Reporting Requirements?** A report must be made when a Mandated Reporter, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom they know or reasonably suspects have been the victim of child abuse or neglect. Mandatory reporters must make an initial external report immediately or as soon as possible to a designated agency by phone. Then, they must submit a written follow-up report by

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mail, fax, or other electronic means within 36 hours. Under UC policy, mandatory reporters must also make an internal report.

**Where Should a Mandated Reporter Make a Report of Suspected Child Abuse and Neglect?** Reports of suspected child abuse or neglect must be made to:

- the [UC Berkeley Police Department](#),
- any police department or sheriff's department,
- county welfare departments, or
- county probation department (if designated by the county to receive reports).

**What Forms Does a New Employee Have to Complete to Comply With CANRA?** All new employees who are in Mandated Reporter positions must sign statements that they have knowledge of CANRA and will comply with its provisions. As part of preparing job descriptions in consultation with People & Culture, campus departments will determine which positions are Mandated Reporters. Prior to the commencement of employment, the University will obtain the signed *STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE* and the signed *STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT SUSPECTED ABUSE OF DEPENDENT ADULTS AND ELDERS*. The forms will then be placed in the employee's personnel file. The forms are located at: [https://riskservices.berkeley.edu/sites/default/files/canra\\_acknowledgement\\_form.pdf](https://riskservices.berkeley.edu/sites/default/files/canra_acknowledgement_form.pdf)

**What Forms Does a Current Employee Have to Complete to Comply With CANRA?**

All current employees who are in Mandated Reporter positions must sign statements acknowledging that they have knowledge of CANRA and will comply with its provisions. If such statements are not on file, the department must obtain them from the employee. As part of preparing job descriptions in consultation with People & Culture, campus departments will determine which positions are mandated reporters. Prior to the commencement of employment, the University will obtain the signed *STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE*. The forms will then be placed in the employee's personnel file. The forms are located at:

[https://riskservices.berkeley.edu/sites/default/files/canra\\_acknowledgement\\_form.pdf](https://riskservices.berkeley.edu/sites/default/files/canra_acknowledgement_form.pdf)

**What Training Does a Mandated Reporter Need to Complete?** Current UC employees with a CalNet ID can access the online training in the UC Learning Center. You can access the course here: [CANRA for Mandated Reporters BE-UCL0065](#). They are required to complete the training and should provide proof of completion to you PRIOR to engaging in any work with minors. New hires or volunteers without a CalNet ID, can access the CANRA training through the Praesidium Academy by contacting [risk@berkeley.edu](mailto:risk@berkeley.edu)

**Do I have Immunity for Making a Report?** Those persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by the child abuse and neglect reporting law.

**May a University Employee Report Child Abuse Even if They Are Not a Mandated Reporter?** Any person who has knowledge of or observes a child whom they know or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect.

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**May Child Abuse Reports be Made Anonymously?** Mandated Reporters must identify themselves when making child abuse reports. However, persons not legally mandated to report may make anonymous reports.

**Will My Identity and My Report be Confidential?** The identity of all persons who report under CANRA will be confidential and disclosed only:

- Among agencies receiving or investigating mandated reports;
- To counsel in certain cases arising out of a report;
- To a licensing agency when abuse or neglect in out-of-home care is reasonably suspected;
- When those persons waive confidentiality; or
- By court order.

**What if a Mandated Reporter is Not Sure That Abuse Has Occurred?** Confirmation of abuse is not required. Reporters must report whenever they have "reasonable suspicion" that abuse has occurred.

**Why do Volunteers (non-employees) Have to Sign the Acknowledgement Forms?** Volunteers in University-sponsored programs are subject to the CANRA policy. The acknowledgment form is a means of notifying volunteers of their statutory obligations and the University's expectations for reporting any known or suspected abuse or neglect.

**Why are Some Faculty Considered Mandated Reporters under CANRA?** Faculty do not typically fall under the category of "teachers" in relation to the CANRA policy (even when students under the age of 18 enroll in their classes), however, some Faculty are considered Mandated Reporters under the following circumstances:

- Faculty members and other academic personnel who have responsibility for instruction at the preschool, elementary, or high school level. For example, those who teach high school seminars or who serve as mentors in on-campus high school internship programs.
- Individuals whose University duties require direct contact and supervision of a person under the age of 18 (ex. academic and/or outreach programs). Note: This group includes faculty members who hire people under the age of 18 to assist with scholarship, research, or other academic activities as volunteers or interns (ex. minors working in labs).
- Faculty members and other academic personnel or administrators whose duties bring them into contact with children on a regular basis, OR who supervise others with such duties (this includes those providing clinical services).

**Why are University Coaches Considered Mandated Reporters under CANRA?** Effective January 1, 2013, athletic coaches are considered Mandated Reporters. This includes but is not limited to, an assistant coach or a graduate assistant involved in coaching.

**Do Departments Have to Provide Employees with Copies of the CANRA Statute?** Employees are required to sign the form acknowledging their responsibility to report known or suspected abuse in compliance with CANRA. The acknowledgment forms provide employees with a link to the

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complete statute (California Penal Code sections 11164-11174.4) available at [Official California Legislative Information](#).

**What Happens if a Mandated Reporter Refuses to Sign the Acknowledgment Forms?** For new employees, refusal to sign the CANRA acknowledgment forms can be the basis to revoke an offer of employment. For current employees, refusal to sign the CANRA acknowledgment forms can be the basis to prohibit the employee's contact with children and minors. Under the UC Policy on Reporting Child Abuse and Neglect, this can lead to disciplinary action up to and including dismissal.

**What is Assembly Bill 506?** California's Assembly Bill 506 (AB506) became law on September 16, 2021, and went into effect on January 1, 2022. This new law sets new requirements for youth-serving organizations in three areas: screening, training, and policies. In addition, the law allows insurance carriers to seek verification of compliance with these requirements. The law requires the following:

- All administrators, employees, and volunteers must complete a background check; anyone with a history of child abuse is excluded from working or volunteering in a youth-serving organization.
- All administrators, employees, and "regular" volunteers must complete child abuse and neglect reporting training.
- Youth-serving organizations must develop and implement child abuse prevention policies and procedures which include (but are not limited to):
  - policies to ensure incidents of suspected child abuse are reported to the appropriate entities. Section 11165.9 of the California Penal Code;
  - policies requiring the presence of at least two mandated reporters when employees and volunteers are in contact with or supervising children;
  - insurers may request information from youth-serving organizations to show compliance with these requirements as part of their loss control and underwriting program