

**Procedures for Reporting Child Abuse and Neglect According to  
Board Policy Code: 7312 Child Abuse - Reports and Investigations**

Any school employee who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.

Any doubt about reporting a suspected situation shall be resolved in favor of reporting, and the report shall be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse, neglect, dependency or death as a result of maltreatment. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law.

If you have questions about making a report, please feel free to discuss with your school counselor, school social worker, nurse or principal. You may also consider inquiring about siblings at other schools.

1- To insure report is recorded accurately, DCS employees must complete a written report using the reporting template provided [here](#).

2- Once the report is written, the report should be faxed to the Davie County Department of Social Services at (336) 751-1639.

3- The employee initiating the report must then call the Davie County Department of Social Services at (336) 753-6250 between 8:30 and 5:00 Monday-Friday, to advise you have faxed a report. During the call, answer questions and provide any additional information. It is best practice to have another person witnessing the call. Upon completion of the call make notes to include with the report file of any additional information provided to DSS. Be sure to make notes of the date and time of the call, and the name of the person receiving your report.

4- Ask to receive notification of the screening decision and a follow-up on the case in writing. Ask for that notification to be sent to your home school. File a copy for your records. Keep all DSS information and documentation together (written report, notes on any follow-up information shared during the DSS report over the telephone, as well as any follow up communications to and from DSS.)

5- Notify your principal the report was made. Principals should notify social workers and counselors involved to keep them in the loop and to provide support for the child if the report was made by another school employee.

6- If you have not received a notice of whether or not the report was accepted for assessment within five business days of making the report, please contact Lead School Social Worker Aubrey Draughn at [draughna@davie.k12.nc.us](mailto:draughna@davie.k12.nc.us), or call 336.705.1733.

Any confidential information disclosed by the department of social services to employees shall remain confidential and shall only be redisclosed for purposes directly connected with carrying out the responsibilities of the school system or the employee.