

**As a reminder to Berkeley County Schools' employees and volunteers, we are ALL mandated reporters of child abuse and neglect.**

- **Child abuse is defined as “mistreatment or neglect of a child by a parent, guardian, or other caregiver, including physical, emotional, and sexual abuse”**  
(<https://legaldictionary.net/child-abuse/>).
- If you **suspect** that a child is neglected or abused, including sexual abuse or sexual assault, or **observe** the child being subjected to conditions that are likely to result in abuse or neglect, you **MUST immediately**, and **not more than 24 hours** after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources (DHHR).
  - Also, **immediately notify the person in charge of the building** (e.g., principal).
  - In any case where you believe that the child suffered **serious physical abuse or sexual abuse or sexual assault**, you **MUST also immediately report to the State Police AND to local law enforcement (e.g., Martinsburg City Police or Sheriff's Department)**.
- Please see attached chart for clarification.
- Please see attached **DHHR Reporting Form**. This form contains phone numbers to DHHR, State Police, and local law enforcement agencies. Use this form for documenting your report to DHHR.
- **Contacting DHHR**
  - Abuse and Neglect Hotline, **1-800-352-6513**, 7 days a week, 24 hours a day
  - If it is an emergency, call 911.
- **Contacting Law Enforcement**
  - WV State Police- 304-267-0001
  - Berkeley County Sheriff's Department- 304-267-7000
  - Martinsburg City Police- 304-264-2100
- Please visit <http://berkeley.wv.safeschools.com/login> and complete the Child Abuse: Mandatory Reporting training for additional information (this is mandated training for ALL employees).

# BCS Mandated Reporting Procedures

I suspect that a child is being abused or neglected or may have been sexually abused or sexually assaulted, or I observed a child being subjected to conditions that are likely to result in abuse or neglect.

Report your suspicions or observations to DHHR immediately, and not more than 24 hours after your suspicion or observation (800-352-6513). Document your actions on the DHHR Reporting Form.

Immediately report your suspicions or observations to the person in charge of the building (e.g. principal). Document your actions on the DHHR Reporting Form.

Do you suspect, or did you observe, that the child has suffered serious physical abuse or sexual abuse or sexual assault?

**IF YES**

Also report your suspicions or observations to:  
WV State Police (304-267-0001)  
AND TO  
Sheriff's Department (304-267-7000)  
Or  
Martinsburg City Police (304-264-2100)

**IF NO**

No additional reporting is necessary.

Please contact the Department of Pupil Services if you have any questions:

**304-267-3500**

# DHHR Reporting Form

**As a mandated reporter, suspicions of ANY form of child abuse MUST be reported to DHHR immediately (see Step 2 below)**

**STEP 1: IF "serious physical abuse or sexual abuse or sexual assault" is suspected, reported or observed, FIRST contact law enforcement agencies:**

- WV State Police (304-267-0000) Date: \_\_\_\_\_ Time: \_\_\_\_\_

**AND**

- Local Law Enforcement

- County- Sheriff's Department (304-267-7000)

**OR**

- Martinsburg- City Police (304-264-2100) Date: \_\_\_\_\_ Time: \_\_\_\_\_

**STEP 2: Call DHHR (1-800-352-6513) Date: \_\_\_\_\_ Time: \_\_\_\_\_**

(Centralized Intake Unit 7 days a week, 24 hours a day) Fax: 304-267-0123

**STEP 3: Immediately notify the person in charge of building.** \_\_\_\_\_  
(Name of person in charge)

School:	School address:
School phone:	
School fax:	

Reporter:	Name of child:
Birth date of child:	Address of child:
Age of child:	
Grade of child:	

Name of parent/ guardian or responsible adult of child:

Parent/ guardian phone number(s):

Place of employment (*if known*):

Name additional children in home (please list grade/birthdates/schools, *if known*):

Name of alleged perpetrator(s):

**Please describe in detail alleged child abuse you have observed, heard, and/or received report:**  
*(Use back of paper for additional space.)*

**Reminder: All information submitted to DHHR and to building administrator must be kept confidential per FERPA**