

BALTIMORE CITY PUBLIC SCHOOLS
OFFICE OF PUPIL SERVICES



**STAFF TRAINING MANUAL ON
CHILD ABUSE AND NEGLECT**

(To Accompany the Video-Tape)

**SUPPORTING REPORTING: A TRAINING TAPE ON THE
IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT
AND TREATMENT RESOURCES**

*These Materials Were Funded By
A Grant From The
Maryland State Department Of Education*

Supporting Reporting: A Training Video-Tape and Manual on
Child Abuse and Neglect Reporting

This production was funded by an \$8,000 grant awarded in October, 1990⁸⁹ by the Maryland State Department of Education to the School Social Work Service in the Office of Pupil Services, Baltimore City Public Schools (BCPS). Concept development and implementation proceeded while the committee, technicians, and other contributing personnel performed their regular position responsibilities. In addition, the video and audio portions of the productions were executed without the benefit or advantages of technologically advanced equipment.

Abuse and neglect statistics provided were the latest available at production time. Current Maryland statistics (1989) are included in the training packet.

The 30 minute video-tape, Supporting Reporting: The Identification, Reporting and Treatment Resources for Child Abuse and Neglect, emphasizes the importance of responding to Maryland state laws regarding reporting suspected abuse and neglect. It includes vignettes depicting neglectful and abusive situations likely to be encountered by school personnel. BCPS students and teachers perform in these scenes. In addition, a survivor of a sexual assault as a child is silhouetted as she briefly recounts her trauma and the emotional support provided by her parents and school staff in its aftermath. The Educator's Three Rs appear throughout the production--**RECOGNIZE, RESPOND, AND REPORT.**

OPS
7/90

PRODUCED BY

**The Baltimore City Public Schools
Division of Instruction
Office of Pupil Services
School Social Work Service**

FUNDED BY

A Grant from the Maryland State Department of Education

CONCEPT DEVELOPMENT COMMITTEE

**Joan Y. Harris, ACSW, LCSW
Patricia W. Bandell, LCSW
Alfra M. Bell, LCSW
Betty E. Hines, LCSW
Sandra J. Knode, LCSW**

Special appreciation is extended to Louise L. Fink, Coordinator, Office of Pupil Services for her ideas, encouragement and support of this project. The continuing support of Jerrelle Francois, Assistant Superintendent is also greatly appreciated. We are sincerely indebted to Patricia Mullen-Gray, Secretary, Office of Pupil Services, whose talents and skills were essential to the development of this training package.

PRODUCTION TEAM

For their invaluable support and expert technical assistance, we thank the following persons:

**King A. Bennett - Video Photographer and Technician
Teacher - Francis M. Wood Alternative High School, #178**

**Arthur Laupus - Facilitator
Office of Communications**

**James E. Smith - Media Technician (Audio)
Office of Communications**

**Arthur Pierce - Technical Advisor
Principal, Francis M. Wood Alternative High School, #178**

SCRIPT WRITERS

Patricia W. Bandell

Alfra M. Bell

Joan Harris

Betty E. Hines

Sandra J. Knode

GRAPHICS

**The Educator's Three R's
Theda M. Hythe - Chapter I Facilitator**

NARRATORS

**Geraldine A. Eldridge - Facilitator
Instructional Leadership Team**

**Gordon H. Stills - Retired BCPS Principal
Owner - The Thank-You Shoppe**

We are deeply appreciative of the cooperation received from the BCPS school administrators, and staff who assisted with the participation of the students who performed in the vignettes.

"CHILD NEGLECT SCENARIO"

Drama Students from Chinquapin Middle School, #46

Big Sister - Marian Collins-Wilson

Little Brother - Farajii Rasulallah

Best Friend - Shirell Thomas

Teacher - Mary L. Talarovich -

Mathematics Teacher and Drama Coach

"CHILD SEXUAL ABUSE VIGNETTE"

Teenager - Abby Warren - Sophomore

Baltimore School for the Arts

Educator - Derek Neal - Faculty - Theatre Department

Baltimore School for the Arts

Social Worker - Jacqueline Merchant - Media Specialist

Office of Staff Development

"SEXUAL ASSAULT SURVIVOR"

We are grateful to the Sexual Assault Recovery Center for its assistance and to the volunteer who courageously shared her true story.

This was a Production of the
Baltimore City Public Schools

Dr. Richard C. Hunter
Superintendent of Public Instruction

Dr. J. Edward Andrews, Jr.
Deputy Superintendent

Board of School Commissioners

Mr. Joseph Lee Smith, President
Mr. Stelios Spiliadis, Vice President

Mr. James E. Cusak

Dr. Philip H. Farfel

Meldon S. Hollis, Jr., Esq.

Mrs. Linda C. Janey

Mrs. Doris M. Johnson

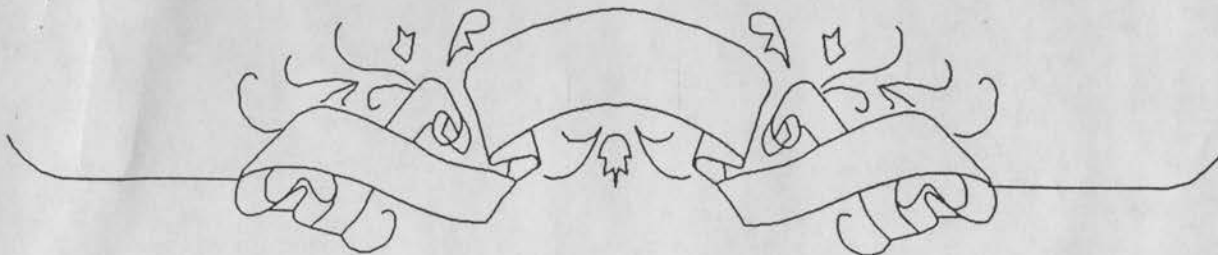
Mrs. Arnitha Hicks McArthur

Warren N. Weaver, Esq.

Student Commissioners

Ms. Nefertiti Harmon

Mr. Michael Rosemond



**DIVISION OF INSTRUCTION
OFFICE OF PUPIL SERVICES**

August 31, 1990

AGENDA

Welcome

Louise L. Fink
Coordinator
Office of Pupil Services

"Supporting Reporting"....Video Presentation
produced by School Social Work Service
Office of Pupil Services

Comments

Joan Y. Harris
Educational Specialist
School Social Work Service

Remarks

Dr. Richard C. Hunter
Superintendent of Public
Instruction

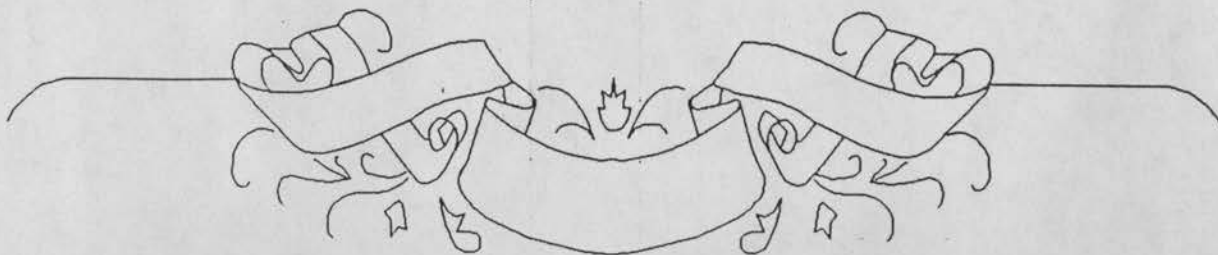
MSDE Representative

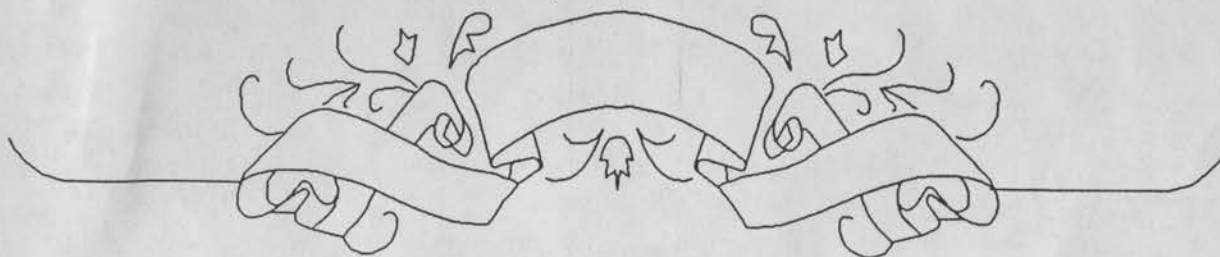
Min Leong, Specialist
Pupil Services

Closing

Louise L. Fink

RECEPTION... ROOM 101





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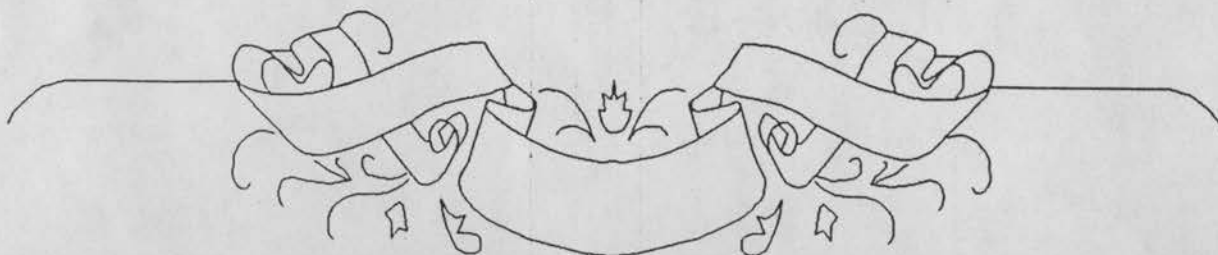
MSDE Representative

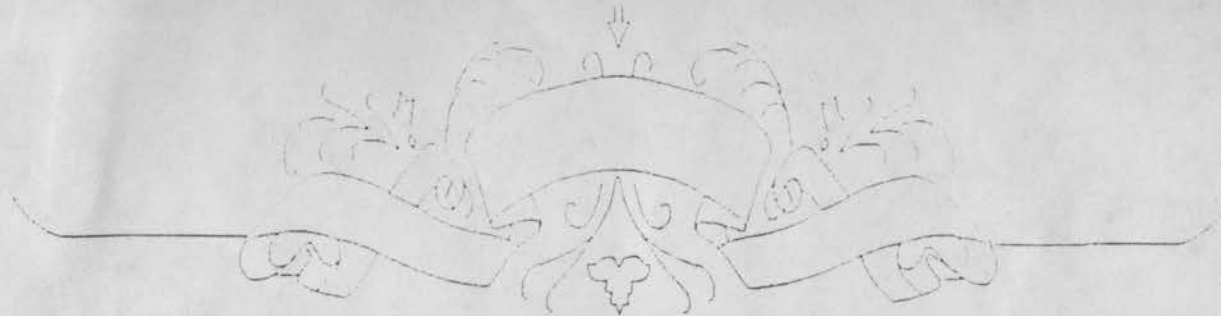
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Closing

Louise L. Fink

RECEPTION... ROOM 101





THE OFFICE OF PUPIL SERVICES
BALTIMORE CITY PUBLIC SCHOOLS

CORDIALLY INVITES YOU TO ATTEND

A PREVIEW RECEPTION

Introducing a video production developed by the School Social Work Service: Supporting Reporting: A Training Tape on the Identification, Reporting and Resources for Treatment of Child Abuse and Neglect.

TO BE HELD ON

*Friday, August 31, 1990
5:00 PM
First Floor Board Room - BCPS
200 East North Avenue
Baltimore, Maryland 21202*

Featuring Remarks By The Superintendent Of Public Instruction

Dr. Richard C. Hunter

and

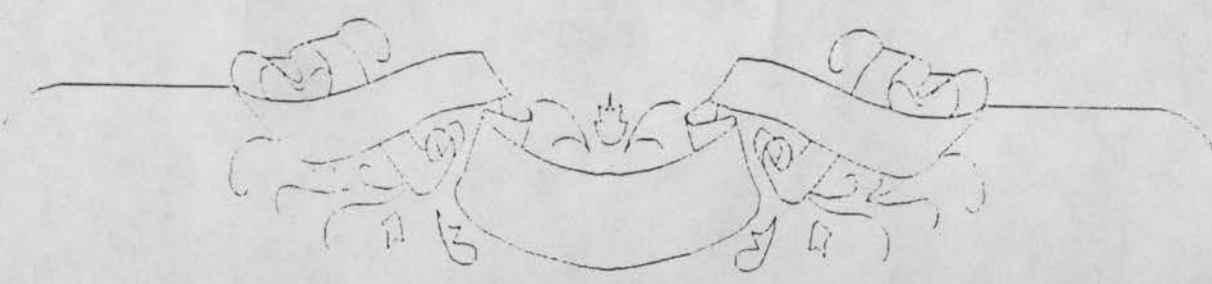
Unveiling Plans For Baltimore City Public Schools and Non-Public Schools Employee Training in Supporting Reporting

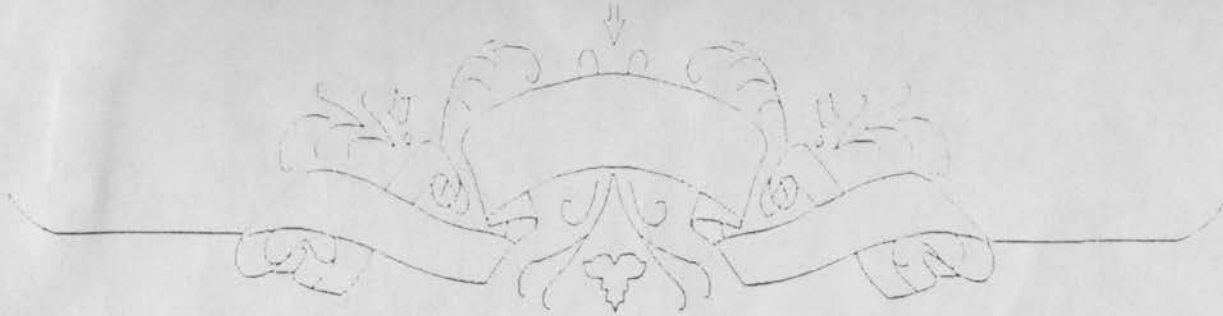
Funded by a grant from the Maryland State Department of Education

Refreshments Following Program in Room 101
(Courtesy of the Office of the Superintendent)

Please RSVP - 396-8642
396-8637

Space Limited





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BALTIMORE CITY PUBLIC SCHOOLS

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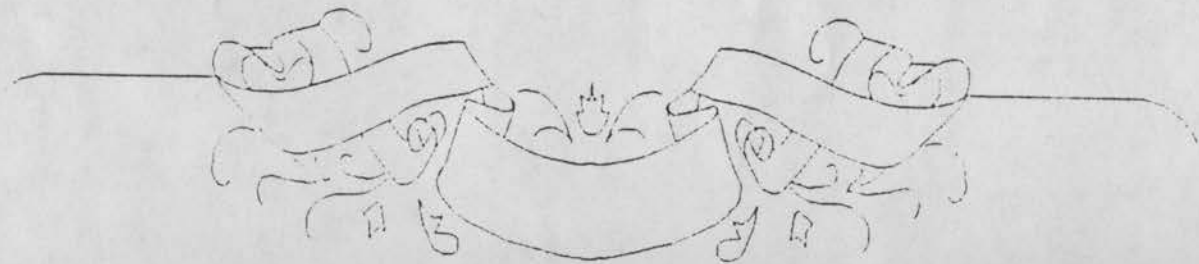
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**SUPPORTING REPORTING: A TRAINING SEMINAR ON THE IDENTIFICATION,
REPORTING AND RESOURCES FOR THE TREATMENT OF CHILD ABUSE AND NEGLECT**

PURPOSE

1. To train all school personnel in the City of Baltimore to **recognize, respond, and report** suspicion of child abuse and neglect.
2. To increase the awareness of the legal consequences of failure to report suspicion of abuse and neglect of students to the Department of Social Services.

OBJECTIVES

- To inform staff of state child abuse and neglect reporting laws
- To inform staff of the consequences of failure to report
- To increase awareness of the need to take steps to decrease incidences

BALTIMORE CITY PUBLIC SCHOOLS
BUREAU OF INSTRUCTION
OFFICE OF PUPIL SERVICES
SCHOOL SOCIAL WORK SERVICE

"SETTING THE TONE"

PRESENTATION GUIDELINES FOR A TRAINING SEMINAR

- Set a positive, optimistic tone!
Consider this activity as a part of a series of efforts to improve your school's educational climate. Incorporate this effort into your short and long-range plans for your school.

- Recognize that abuse and neglect of children is a sensitive issue which may elicit conflictual feelings and strong emotional reactions.

- Be prepared to acknowledge feelings, and allow discussion within the time allotted. If appropriate, indicate that opportunity will be available for further discussion in planning sessions which you are considering.

- Do not get side tracked. Should a related, but irrelevant topic surface, acknowledge the concerns, but try not to get off on a tangent. That subject can be the topic for another meeting, if necessary.

- Feel comfortable in admitting your lack of expertise in this area. The important points for all to know are that abuse and neglect are not sanctioned behaviors, and cannot be tolerated.



BALTIMORE CITY PUBLIC SCHOOLS
BUREAU OF INSTRUCTION
OFFICE OF PUPIL SERVICES
SCHOOL SOCIAL WORK SERVICE

TRAINING PACKET ON REPORTING ABUSE AND NEGLECT OF CHILDREN

PRE-TEST ON REPORTING

Instructions: Read each statement carefully. Underline the correct response T (True) or F (False)

1. Before making a report to the Department of Social Services (DSS) of suspected abuse or neglect, the school administrator shall conduct an investigation. T F
2. School staff shall receive permission from the principal before making a report to DSS. T F
3. All school system employees and volunteers must report suspicions of abuse and neglect. T F
4. School system professionals may be suspended or dismissed for knowingly failing to report suspicions of child abuse. T F
5. The Maryland State Department of Education may suspend or revoke the license of a certificate holder convicted of a crime involving child abuse or neglect. T F
6. Persons who report suspected child abuse or neglect in good faith are immune from civil or criminal liability. T F
7. Professionals must report orally as soon as reasonably possible and in writing within 48 hours of the suspicion of neglect or abuse. T F
8. Educators and other school employees and volunteers may not be deemed possible abusers of school children. T F
9. Anyone who has the permanent or temporary care or custody or responsibility for supervision of a child during the school day may also be deemed abusers under the law. T F
10. The person who has reason to believe that abuse or neglect has occurred must report the suspicion immediately to DSS. T F
11. School personnel having knowledge of staff abuse or neglect of a child must report this to DSS. T F
12. Protective Services staff shall not reveal the identity of the person reporting suspected abuse and neglect unless required by court order. T F

ANSWER KEY TO PRE-TEST ON REPORTING

- | | |
|----------|----------|
| 1. FALSE | 7. TRUE |
| 2. FALSE | 8. FALSE |
| 3. TRUE | 9. TRUE |
| 4. TRUE | 10. TRUE |
| 5. TRUE | 11. TRUE |
| 6. TRUE | 12. TRUE |

A. TRAINING FORMAT (1 hour)

1. Show video tape - approximately 30 minutes
2. Have participants complete PRE-TEST On Reporting.
3. Elicit reactions to the video tape.
4. Follow this suggested outline.

B. DEFINITION OF TERMS (Trainers will want to familiarize themselves with these terms).

--CHILD: means any individual under the age of 18 years.

--FAMILY MEMBER: means a relative of a child by blood, adoption, or marriage.

--HOUSEHOLD: means the location in which the child resides, where the abuse or neglect is alleged to have taken place, or where the person suspected of abuse or neglect resides.

--HOUSEHOLD MEMBER - means a person who lives with or is a regular presence in the home of a child at the time of the alleged abuse or neglect.

--ABUSE: (1) the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child or by any household or family member under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of being significantly harmed.

(2) sexual abuse of a child, whether physical injuries are sustained or not.

--SEXUAL ABUSE: Any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices, on a child by any family or household member or by any other person who has the permanent or temporary care or custody or responsibility for the supervision of a minor child. Sexual molestation or exploitation includes, but is not limited to contact or conduct with a child for the purpose of sexual gratification, and may range from sexual advances, kissing or fondling to sexual crime in any degree, rape, sodomy, prostitution, or allowing, permitting, encouraging, or engaging in the obscene or pornographic display, photographing, filming or depiction of a child as prohibited by law.

--NEGLECT: Child neglect means the leaving of a child unattended or other failure to give proper care and attention to a child by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm. However, a child may not be considered to be neglected solely because the child is receiving non-medical religious remedial care and treatment recognized by the State law.

C. REPORTING PROCEDURES FOR SCHOOL STAFF

1. All individuals are legally and morally responsible for reporting suspected child abuse and neglect. **PERMISSION IS NOT REQUIRED.**
2. Principal needs to be notified regarding the report.
3. Prior to contacting the Department of Social Services, obtain all identification--refer to the reporting form.
4. Written report to be submitted by professionals to the Department of Social Services within 48 hours.
5. Records and reports concerning child abuse and neglect are confidential, and unauthorized disclosure is a criminal offense. Therefore, discussion related to complaints and investigations must be completed with the utmost discretion.

This is controversial since individuals may wish to retain a copy to protect themselves against accusations of failure to report.

WHEN SCHOOL PERSONNEL OR VOLUNTEERS ARE UNSURE WHETHER ABUSE OR NEGLECT HAS TAKEN PLACE, THE SITUATION SHOULD BE DISCUSSED WITH THE LOCAL DEPARTMENT OF SOCIAL SERVICES.

D. SANCTIONS FOR FAILURE TO REPORT

1. Educators may be suspended or dismissed for knowingly failing to report suspected child abuse.
2. Educators certificate may be suspended or revoked under two circumstances:

--if dismissed by a local Board of Education for knowingly failing to report a suspicion of child abuse.

--is convicted of a crime involving:

- a. child abuse or neglect
- b. contributing to delinquency of a minor or,
- c. moral turpitude, if the offense bears directly on an individual's fitness to teach.

E. DEPARTMENT OF SOCIAL SERVICE RESPONSIBILITY

1. Refer to DSS Flow Chart included in Training Manual.
2. DSS social worker or police officer will respond to investigate a report of child abuse. In neglect cases only a DSS Protective Service worker responds.
3. If there are any questions or problems consult with your school social worker or call Educational Specialist, School Social Work Services at 396-8642.

F. PARENTAL AWARENESS

1. Inform participants of parental notification regulation: Although the regulations express a preference for parental notification, the school principal or the principal's designee is not required to notify the parents or guardians of investigation on school premises involving suspected child abuse or neglect. The principal, in consultation with the protective service caseworker, may decide whether the parents should be informed of the investigative questioning. It may

be determined, for example, that disclosure to the parents would create a threat to the well being of the child (COMAR 13A.08.01.04B).

2. Parents need to be informed of the legal responsibilities of school staff to report suspected cases of abuse and neglect. In order to facilitate positive interactions between the school and home/community it is often helpful to inform parents of this before a problem arises. It is recommended that a formal communication be sent to parents at the beginning of the school year. Refer to sample letter in training manual.

G. WRAP-UP

1. Give answers to pre-test.
2. If you need help contact:
 - your school social worker
 - BCPS educational specialist, School Social Work Service at 396-8642
 - Speakers Bureau--Department of Social Services (DSS) 361-2731

REMEMBER

THE 3 R's OF CHILD ABUSE AND/OR NEGLECT

RECOGNIZE...

RESPOND...

REPORT.

RESOURCES

Sexual Abuse - Once investigated by DSS protective Services Worker, all victims are referred for treatment. Group and/or individual therapy is optional for victim, perpetrator and caretaker.

Baltimore City Department of Social Service ⁶¹396-2235 Reporting Child Abuse and Neglect

Parent Anonymous 243-7337 24 hour Hotline

STATE LISTING

Governor's Council on Child Abuse and Neglect
Governor's Office for Children and Youth
301 West Preston Street
Suite 1502
Baltimore, Maryland 21201
(301) 225-4160

Maryland State Department of Human Resources
Social Services Administration
Child Protective Services
311 West Saratoga Street - 5th Floor
Baltimore, Maryland 21201
(301) 333-0226

Maryland Action to Prevent Child Abuse
Parents Anonymous of Maryland
1123 North Eutaw Street - Suite 312
Baltimore, Maryland 21201
(301) 728-7021 (24 Hour Hotline) 243-7337
(Parents Anonymous operates in Baltimore City and 17 counties in Maryland). Call the hotline (collect calls accepted) for the phone numbers of local Parents Anonymous organizations).

Exchange Club/Child Abuse Prevention Center of Maryland
1310 South Charles Street
Baltimore, Maryland 21230
(301) 576-2414
(Statewide volunteer lay therapy services)

People Against Child Abuse, Inc.
3 Church Circle
Annapolis, Maryland 21401
(301) 269-7816
(Maryland Chapter for the National Committee for the
Prevention of Child Abuse--Chapters in 12 counties in
Maryland)

Friends of the Family, Inc.
2539 St. Paul Street
Baltimore, Maryland 21218
(301) 467-2556

BALTIMORE CITY

Baltimore Center for Victims of Sexual Assault
1010 St. Paul Street
Baltimore, Maryland 21202
(301) 685-0937 (24 Hour Hotline) 366-7273

CASA of Baltimore
University of Maryland
School Social Work and Community Planning
525 West Redwood Street
Baltimore, Maryland 21201
(301) 328-7367

House of Ruth
2201 Argonne Drive
Baltimore, Maryland 21218
(301) 889-0840/Hotline 889-7884

Family and Children's Services of Central Maryland
204 West Lanvale Street
Baltimore, Maryland 21217
(301) 669-9000

Florence Cittenton Services of Baltimore, Inc.
3110 Crittenton Place
Baltimore, Maryland 21211
(301) 366-4333

HANDOUTS

1. Video Tape: Supporting Reporting
2. Baltimore City Public Schools circular #27 - October 5, 1989
Administrative Handbook Revisions and Additions. Policies and Procedures for Reporting Child Abuse and Neglect.
3. Baltimore City Public Schools circular #30 - October 11, 1989
Administrative Handbook Revisions and Additions. Procedures for Handling Suspected Abuse and Neglect of Students by School Personnel.
4. Some Physical and Behavioral Indicators of Child Abuse and Neglect, including Emotional Maltreatment.
5. The Three Elements in Abuse.
6. Department of Social Services Flow Chart.
7. BCPS Report of Suspected Child Abuse/Neglect Form
8. Sample Letter to Parents
9. Department of Human Resources Pamphlets
 - a. Child Abuse and Neglect Fiction and Fact
 - b. Child Abuse and Neglect/Know Your Responsibilities
 - c. Protective Services for Children: A Parents Guide
 - d. Child Sexual Abuse Prevention Tips for Parents
 - e. Parents Anonymous--Being a Parent is One of the Toughest Jobs in the World
 - f. Parents Anonymous Hotline Number



PARENTS ANONYMOUS

(301) 243-7337

(24 hours — collect calls accepted)

We're Parents Helping Parents
LEAN ON US FOR A WHILE

NO FEES

PARENTS ANONYMOUS
is a
Volunteer Organization
which helps parents
improve their relationships
with their children.

- Weekly Meetings
- Professional Facilitation
- Confidential
- No Fees or Dues

ALL PARENTS ARE WELCOME

***FOR MORE INFORMATION
CALL OR WRITE***

**PARENTS ANONYMOUS OF MD.
1123 N. EUTAW STREET
SUITE 312
BALTIMORE, MD 21201
(301) 728-7021**

Listen and Talk With Your Children

Perhaps the most critical child sexual prevention strategy for parents is good communication with your children. This is not only challenging to every parent but also can be difficult, especially for working parents and parents of adolescents.

- Talk to your child every day and take time to really listen and observe. Learn as many details as you can about your child's activities and feelings. Encourage him or her to share concerns and problems with you.
- Explain that his or her body belongs only to them alone and that he or she has the right to say no to anyone who might try to touch them.
- Tell your child that some adults may try to hurt children and make them do things the child doesn't feel comfortable doing. Often these grownups call what they're doing a secret between themselves and the child.
- Explain that some adults may even threaten children by saying that their parents may be hurt or killed if the child ever shares the secret. Emphasize that an adult who does something like this is doing something that is wrong.

- Tell your child that adults whom they know, trust and love or someone who might be in a position of authority (like a babysitter, an uncle, a teacher or even a policeman) might try to do something like this. Try not to scare your children—emphasize that the vast majority of grownups never do this and that most adults are deeply concerned about protecting children from harm.



Choosing a Preschool or Child Care Center

Although the vast majority of this nation's preschools and child care centers are perfectly safe places, recent reports of child sexual abuse in these settings are a source of great concern to parents.

- Check to make sure that the program is reputable. State or local licensing agencies, child care information and referral services, and other child care community agencies may be helpful sources of information. Find out whether there have been any past complaints.
- Find out as much as you can about the teachers and caregivers. Talk with other parents who have used the program.
- Learn about the school or center's hiring policies and practices. Ask how the organization recruits and selects staff. Find out whether they examine references, background checks, and previous employment history before hiring decisions are made.
- Ask whether and how parents are involved during the day. Learn whether the center or school welcomes and supports participation. Be sensitive to the attitude and degree of openness about parental participation.
- Ensure that you have the right to drop in and visit the program at any time.

- Make sure you are informed about every planned outing. Never give the organization blanket permission to take your child off the premises.
- Prohibit in writing the release of your child to anyone without your explicit authorization. Make sure that the program knows who will pick up your child on any given day.

If You Think That Your Child Has Been Abused...

- Believe the child. Children rarely lie about sexual abuse.
- Commend the child for telling you about the experience.

Convey your support for the child. A child's greatest fear is that he or she is at fault and responsible for the incident. Alleviating this self-blame is of paramount importance.

Temper your own reaction, recognizing that your perspective and acceptance are critical signals to the child. Your greatest challenge may be to not convey your own horror about the abuse.

Do not go to the school or program to talk about your concern. Instead, report the suspected molestation to a social services agency or the police.

Find a specialized agency that evaluates sexual abuse victims—a hospital or a child welfare agency or a community mental health therapy group. Keep asking until you find a group or an individual with appropriate expertise.

Search for a physician with the experience and training to detect and recognize sexual abuse when you seek a special medical examination for your child. Community sexual abuse treatment programs, children's hospitals and medical societies may be sources for referrals.

Talk with other parents to ascertain whether there are unusual behavior or physical symptoms in their children.

Remember that taking action is critical because if nothing is done, other children will continue to be at risk. Child sexual abuse is a community interest and concern.

Finally, do not blame yourself. Sexual abuse is a fact in our society. Many individuals who molest children find work through employment and community activities which give them access to children. The vast majority of abuse occurs in situations where the child knows and trusts the adult. Do your homework well, but remember a community and national consciousness is needed before we can stamp out sexual molestation in our society.

- Make sure that your child knows that if someone does something confusing to them, like touching or taking a naked picture or giving them gifts, that you want to be told about it. Reassure the child and explain that he or she will not be blamed for whatever an adult does with the child.

Observe Physical and Behavioral Signs

Children who may be too frightened to talk about sexual molestation may exhibit a variety of physical and behavioral signals. Any or several of these signs may be significant. Parents should assume responsibility for noticing such symptoms including:

- Extreme changes in behavior such as loss of appetite.
- Recurrent nightmares or disturbed sleep patterns and fear of the dark.
- Regression to more infantile behavior such as bedwetting, thumb sucking, or excessive crying.
- Torn or stained underclothing.
- Vaginal or rectal bleeding, pain, itching, swollen genitals, and vaginal discharge.
- Vaginal infections or venereal disease.
- Unusual interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of that age.
- Fear of a person or an intense dislike at being left somewhere or with someone.
- Other behavioral signals such as aggressive or disruptive behavior, withdrawal, running away or delinquent behavior, failing in school.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Human Development Services
Administration for Children,
Youth and Families
National Center on Child Abuse and Neglect



Child Sexual Abuse Prevention

Tips to Parents



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Washington, D.C. 20201

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE: \$300

Postage and Fees Paid
U.S. DEPARTMENT OF H.H.S.
HHS-393



The social worker does not want to remove children from their parents, and will try to keep them with you whenever that is possible. If the children do have to live elsewhere for a while, you will be told why and what you have to do to get them back.

What will happen if I receive a check, food stamps, or medical assistance?

Protective Services workers are not the same workers who decide whether you can get AFDC, food stamps or a medical card. However, if a child is taken out of your home as a result of an investigation, your eligibility for food stamps, AFDC or medical card for the child can be affected. You and the Protective Services worker are required to report changes in your family unit to your eligibility worker.

What do Protective Services social workers do?

Protective Services workers do many things. First, they investigate all newly reported cases of child abuse and neglect by visiting each family to help identify the problems leading and/or contributing to the neglect or abuse, if present. They help the family develop plans to cope with their problems and assist parents to get help in dealing with their children.

What happens if I do not want a social worker?

If you are unable to reach a mutual agreement about issues to be resolved, the worker will make a decision about referring your situation to a judge to decide what

should be done. Your worker will explain the agency's position and you will have the opportunity to explain your situation to the judge. The court may, then, order you to work with the agency to remedy the identified problems.

Ongoing services will not be offered if the worker assesses that there is little risk that your children will be abused or neglected and that their basic needs are being met.

What can I do if I have a complaint?

1. Speak to your Social Worker

Whenever you have a complaint or a problem, the first person to talk to is your social worker. An open discussion will often settle the matter. If you and your social worker can not settle the problem, ask to speak to your worker's supervisor.

2. Appeal to the State Department of Human Resources

You may appeal to the State Department of Human Resources for a fair hearing if:

- you disagree with the decision to close your case;
- the local department has denied you services, has not acted quickly on an application for service or has either suspended, or reduced or terminated a service or given notice of the intent to do so;

- you disagree with the local department's plan for services;
- based on a protective services finding, you are denied employment or denied a benefit such as approval or license to operate a child care facility or a foster home, and you appeal that denial, then you may contest whether the local department correctly applied the Child Protective Services regulations in making its finding.

Both you and a representative from your local department of social services appear at the fair hearing. You may be represented by a lawyer, a relative or a friend or you may represent yourself. The social worker can help you get in touch with legal services groups. The hearing officer will question both sides in order to get a full idea of the situation. Both you and the local department of social services must follow the decisions the hearing officer makes. To request a fair hearing, obtain the appropriate form from your local department and send it as soon as possible, but not later than ninety days after the situation occurred, to:

**Maryland Department of Human Resources
Fair Hearings Division (IMA)
311 W. Saratoga Street
Baltimore, Maryland 21201**



DEPARTMENT OF HUMAN RESOURCES
Carolyn W. Colvin, Secretary
State of Maryland
William Donald Schaefer, Governor

PROTECTIVE SERVICES FOR CHILDREN –

A Parent's Guide

This guide has been written for people who have been told that they have to talk to a social worker about how they are caring for their children. This is a confusing time for most parents, and often questions arise that are very important. Some of the answers are here.

This pamphlet is not meant to have answers to every question you may have. It is only a starting point. If you have questions that are not answered here, please ask your social worker. The number where your social worker can be reached is below.

Social Worker

Telephone #

Agency

What is Child Protective Services?

Child Protective Services is a statewide program designed to protect children while helping parents become better parents. Each local department of social services has the legal responsibility to investigate all reports of child abuse and neglect, where the health and welfare of children may be endangered by the actions or inactions of parents or other adults responsible for the children's care or by any household or family member.

How does my name become known to protective services?

In Maryland, the Child Abuse and Neglect Law requires that any health practi-

tioner (doctor, nurse, etc.), police officer, educator or human service worker who has reason to believe that a child has been subjected to abuse or neglect, shall report such cases to the local department or appropriate law enforcement agency. All other citizens who have reason to believe that a child has been subjected to abuse or neglect are also required to make reports.

Can I find out who reported me?

The local departments of social services do not release the names of persons who make reports without a court order directing them to do so. In most cases reports are made by persons and professionals who believe the child and family are truly in need of help.

What right does a social worker have to come to my home?

The Child Abuse and Neglect Law (§5-701 to 5-715 of the Maryland Family Law Code Annotated) requires that a social worker make prompt investigations of alleged child abuse or child neglect situations.

The Law says: Promptly after receiving a report of suspected abuse or neglect, the local department or the appropriate law enforcement agency as appropriate, or both, if jointly agreed on, shall make a thorough investigation to protect the welfare of the children. Within 24 hours of suspected abuse and within 5 days after receiving a report of suspected neglect, the local department or appropriate law enforcement agency shall: see the child; attempt to have an on sight interview with the child's care-

takers; decide on the safety of the child, wherever the child is, and of other children in the household; and decide the safety of other children in the care or custody of the alleged abuser.

According to the law, the investigation shall include: a determination of the nature, extent and cause of the abuse or neglect, if any, and if the suspected abuse or neglect is verified - a determination of the identity of the person or persons responsible for the abuse or neglect; a determination of the name, age, and condition of any other child in the household; an evaluation of the parents and the home environment; a determination of any other pertinent facts or matters; and a determination of any needed services.

What will the social worker do?

The social worker and/or law enforcement officer will visit your home to find out whether or not children in your care are being mistreated and how to help your family.

Sometimes children will be examined to see if the report is true or false. You and your family members will be asked questions. What you say is very important, because it helps in making a fair decision. If court action is needed, your statements will be included in the presentation to the judge.

What happens if the report is untrue?

If no neglect or abuse is found, the case is closed with Protective Services. If you want help with other problems, you will be referred to another service.

What happens if the report is true?

If, based on the investigation, it is decided that abuse or neglect of your children has occurred, or that your children are at risk of future harm, then your family will be given a social worker to help you solve the problems that place your children at risk of harm.

If emergency medical treatment is necessary, the worker can take your children to a doctor, hospital or clinic for examination and treatment without your permission.

Worker(s) and families should cooperate to develop a treatment plan together to solve the problems. This may include referring you and your family for specialized counseling, homemaker services, day care and a variety of other resources you may not know about.

Will the social worker take my children?

The social worker and/or law enforcement officer must make a decision about the safety of your children. If there is a threat of immediate danger or problems that are too serious to solve with the children in the home, the worker can take the children in to his/her custody to have them stay in an emergency shelter home. If the worker removes your child without your written permission, there will be a court hearing. You have the right to have your lawyer at all court hearings and you should tell the judge why you think your children should not have been taken from you. Your children will have their own lawyer present at all hearings.



Parents Anonymous is a program of MARYLAND ACTION TO PREVENT CHILD ABUSE, INC., a private, non-profit agency. Your contribution is tax deductible.

Call or write for:

- someone to talk to,
- finding your closest chapter,
- getting a speaker for your group,
- discovering ways to volunteer, or
- information on setting up a chapter.

**Parents Anonymous of Maryland
1123 North Eutaw St.
Suite 312
Baltimore, Md. 21201**

**OFFICE: 728-7021
24 HOUR HOTLINE: 243-7337**

**Being
a parent is
one of the
toughest
jobs
in the
world!**



We're here to help.

1. Are you a troubled or nervous parent who has no place to get help?
2. When you are ready to blow up is it you and the children who bear the brunt of it?
3. Do you feel confused, guilty and frightened about your parental behavior and feelings?
4. Do you believe that you were treated indifferently or cruelly as a child and that now you're repeating some of the 'past'?
5. Do you want your relationship with your children to be different ... your family life more fulfilling ... less explosive and tense ... more loving?

Did you answer yes to one or more of the above questions? We did. We are a group of parents called **PARENTS ANONYMOUS**. We came for help because we were having a difficult time coping with our children. We wanted to enjoy being parents, but were unprepared for the responsibilities of parenthood. When we "lost our cool" with our kids, the whole family suffered...

Before we came to **PARENTS ANONYMOUS**, most of us felt we were the only ones having these problems... We no longer feel so alone. Through P.A. we work at changing our attitudes and learn new ways to tackle old problems. We are learning how to enjoy ourselves and our children.

We meet once a week at **PARENTS ANONYMOUS CHAPTERS** to talk about our common problems. We meet in a safe place... away from other agencies. Only first names are necessary. Complete confidentiality is maintained.

Don't wait to see if all your problems will just up and disappear. Remember, your problems didn't go away yesterday when you wished they would.

PARENTS ANONYMOUS has no magic cures or answers, nor do we believe there are any magic answers available. We do have a common purpose, a unity of goals, and a sincere interest in helping each other. We are parents who want to improve our relationship with our children, and thus provide a better life for our families.

Why don't you join **PARENTS ANONYMOUS**? It has worked for us. We are here waiting to help... **THE REST IS UP TO YOU.**

Parents Anonymous chapters are located throughout Maryland.

24 HOUR HOTLINE: 243-7337

FICTION: As child neglect worsens, it becomes child abuse.

FACT: Child neglect and child abuse are not on the same continuum. A person who neglects a child does not necessarily move on to abusive behavior. A simple rule of thumb may be helpful. Child abuse generally involves an act of commission (striking, threatening, name calling) while child neglect generally involves an act of omission (withholding, abandonment). It is true, however, that both abuse and neglect may be present in the same household.

FICTION: Child abuse and neglect occur only in the home.

FACT: Child maltreatment can affect children in a number of settings. Children in day care homes and centers, schools, foster and group homes, as well as residential facilities are protected under the law in the same way that children in their own homes are protected.

As increasing numbers of parents are dependent on out-of-home care, it becomes imperative for them to screen potential providers before placing their children.

FICTION: Maltreatment is a private family matter and no one should try to interfere.

FACT: While parents do have the right to discipline their children as they see fit, they do not have the right to discipline or punish them in an abusive manner. Everyone is legally and morally obligated to protect children and to report any suspected incident of abuse or neglect to the local department of social services or to the police.

Maltreatment is a social as well as family problem. The consequences are too far reaching for it to be considered strictly a private family matter. Research has shown that children who have been maltreated are at high risk for developing learning or behavior disorders. Severe abuse may also lead to permanent brain damage and mental and/or physical retardation. Another sobering fact is that large numbers of our prison population were abused and/or grossly neglected as children.

For some adults, acting out their abusive tendencies is their way of asking for help. They may recognize that they have a serious problem but, at the same time, feel powerless to change their behavior. Only through outside intervention can these individuals receive the help they need. Your call could connect them with the resources they require to assist them.

FICTION: Nothing can be done to help parents who maltreat their children.

FACT: Many abusing and neglecting parents are under the misconception that being a good parent comes as naturally as becoming one. They do not realize that effective parenting is learned behavior and that they can learn to alter their pattern of negative behavior with skilled, professional help. Services such as family planning, marriage counseling, parent effectiveness training and individual and group therapy can be beneficial in assisting the parents with their difficult role.

For those seeking alternatives to professional assistance, volunteer parent aides, and Parents Anonymous — a self-help group modeled after the successful Alcoholics Anonymous program — are also available. Local departments of social services can provide additional information on these and other available resources.

FICTION: When an individual makes a report, their name is given to the family.

FACT: The names of persons making referrals concerning maltreatment are kept in the strictest confidence. Individuals who make reports are encouraged to give their names and telephone numbers to the person taking the referral so that additional information may be obtained from them at a later date, if necessary. If someone does not wish to reveal their name, the report may still be made anonymously.

LOCAL DEPARTMENT OF SOCIAL SERVICES (Office Hours — 8:30 a.m. to 4:30 p.m.)

ALLEGANY COUNTY
777-5592
(After hours dial 911)

ANNE ARUNDEL COUNTY
974-8700 (all hours)

BALTIMORE CITY
361-2235 (all hours)

BALTIMORE COUNTY
887-2800
(After hours 832-7263)

CALVERT COUNTY
535-4700
(After hours 535-1400)

CAROLINE COUNTY
479-4628
(After hours 479-2515
or dial 911)

CARROLL COUNTY
848-8880
(After hours 848-8778)

CECIL COUNTY
398-1414
(After hours 398-3815)

CHARLES COUNTY
934-2700
(After hours 934-2222)

DORCHESTER COUNTY
228-5100
(After hours 543-7894)

FREDERICK COUNTY
694-2464
(After hours 694-2100)

GARRETT COUNTY
334-9461
(After hours 334-1911)

HARFORD COUNTY
836-4920
(After hours 838-6600)

HOWARD COUNTY
461-0268
(After hours 992-2200 or
dial 911)

KENT COUNTY
778-0820
(After hours 778-2277
or 911)

MONTGOMERY COUNTY
217-4417 (all hours)

PRINCE GEORGE'S
COUNTY
422-5336
(After hours 699-8605)

QUEEN ANNE'S COUNTY
758-0440
(After hours 758-1101)

ST. MARY'S COUNTY
475-3051
(After hours 475-8016)

SOMERSET COUNTY
651-0311
(After hours 546-8948)

TALBOT COUNTY
822-1617
(After hours dial 911)

WASHINGTON COUNTY
791-4044
(After hours 791-4045)

WICOMICO COUNTY
543-6900
(After hours 543-7894)

WORCHESTER COUNTY
632-2705
(After hours 911)

STATEWIDE
(Toll Free)
1-800-332-6347

Social Services Administration
Child Protective Services
333-0226



DEPARTMENT OF HUMAN RESOURCES
Carolyn W. Colvin, Secretary
State of Maryland
William Donald Schaefer, Governor

CHILD ABUSE and NEGLECT

*Fiction
and
Fact*

MARYLAND'S LAW

(Subtitle 7 of the Maryland
Family Law Code Annotated)

The abuse and neglect of children is a serious problem which requires the involvement of all private citizens and professionals in the community for the purpose of prevention, identification, and treatment. In Maryland, the child abuse and neglect law requires that all persons, including all professionals, are mandated to make a report as soon as possible to the department of social services, when they SUSPECT a child has been or is being mistreated. (In cases of child abuse, a report may be made to Social Services or the police department.)

Any professional who knowingly fails to make a required report of child abuse may be subjected to certain professional sanctions. The professionals identified in Maryland law include: health practitioners, police officers, educators, and human service workers. Telephone numbers for reporting child abuse or neglect are listed on the back of this brochure.

Child Abuse is defined as the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of being significantly harmed; or sexual abuse of a child whether physical injuries are sustained or not. Sexual abuse means any act that involves sexual molestation or exploitation of a child, and includes: fondling, incest, rape, or sexual offense in any degree, sodomy, and unnatural or perverted sexual practices.

Child Neglect is defined as the failure to give proper care and attention to a child including the leaving of a child unattended, by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm.

The law provides immunity from any civil liability or criminal penalty when a report is made in good faith. The law also provides immunity for persons who participate in an investigation or a resulting judicial proceeding.

FICTION: Child abuse occurs so infrequently that it is not a serious problem.

FACT: State laws are not uniform throughout the country, so the total number of child abuse incidents is difficult to measure accurately. It is estimated, however, that during 1988 approximately 2.2 million children, nationwide, were reported to have been abused or neglected.

Yet this figure takes into account only reported incidents. No one can determine how many times a child suffers maltreatment before receiving help, or the number of victims who never come to the attention of the proper authorities.

In addition, national figures indicate that reported cases of child death resulting from maltreatment remain high — totalling over 1,200 annually. This alarming statistic indicates that an average of more than three children die each day as the result of abuse or neglect.

FICTION: Abusive parents are "sick."

FACT: Recent research has shown that only a small percentage (approximately 10 percent) of adult perpetrators of reported incidents of child abuse can be categorized as mentally ill.

People who mistreat their children usually have low self-esteem and poorly-controlled hostility. Frequently, they are immature, self-centered, impulsive and hypersensitive, often displaying a low tolerance for stress or crisis situations. Unable to identify solutions to their difficulties, they often strike out. Sadly, a child may be the target of their anger.

FICTION: Child abuse is a willful act committed by "bad" parents.

FACT: Rarely is child abuse pre-meditated or intentional. Instead, a crisis or failed expectation can trigger a violent, uncontrollable reaction in some people. The vast majority of abusing parents want to be able to restrain their violent behavior. However, this may be a very difficult task for many.

Child maltreatment is often a by-product of a parent's emotional instability and inadequate preparation for parenthood. To some extent, people bring up their children as they themselves were raised. Many abusive parents report that they were abused as children. It is not uncommon, therefore, for abusive tendencies to be passed on from one generation to the next. A pattern develops that is hard to break unless those individuals receive proper guidance in channelling their reactions to stressful situations.

FICTION: Child abuse occurs mainly in low income and socially disadvantaged families.

FACT: Abuse is not confined to any one group. Parents who mistreat their children come from every economic, religious and ethnic background. They may have little schooling or advanced degrees; they may live in large metropolitan areas, small towns or in rural communities.

Undoubtedly, economic and social difficulties do create tremendous stress and contribute to behavior that otherwise might not surface. However, these external factors only serve to intensify an already existing potential for abuse. They are not, in themselves, the cause of abusive actions.

FICTION: Severe bruises and broken bones are the usual signs of child abuse.

FACT: Fractures and visible bruises are familiar types of abuse. Taken together, they represent the phenomenon known as the "battered child syndrome." But other forms of maltreatment are occurring with alarming frequency. Children may be burned with cigarettes or electric irons, scalded by hot liquids, strangled, suffocated, shaken violently or locked in a confining space such as a closet. Some suffer repeated verbal assaults which, over a period of time, greatly reduce their self-esteem.

Sexual abuse is also occurring at a startling rate. At one time, sexual abuse was a "taboo" subject. Authorities are now discovering the sexual abuse of children, committed most often by members of the child's immediate family or by someone known to the family, may be the single most common form of abuse.

FICTION: Older children are rarely the target of maltreatment.

FACT: Statistics indicate that approximately one third of abuse reports involve children between the ages of 12 and 18. Statistics also suggest that 75 percent of all teenage runaways have been victims of maltreatment. Abuse often begins when a child is young and continues into adolescence. Abuse of teens often escalates as parents grow more frustrated in their efforts to alter teenage behaviors. Corporal punishment, once effective to discipline their small child, becomes less effective as the child grows up. The continued use of inappropriate discipline, coupled with the parents' sense of powerlessness, often leads to chronic abuse situations.

For some children the onset of abuse does not occur until they have reached adolescence. Most people perceive teenagers as individuals capable of taking care of themselves. However, abuse during the teen years can be just as devastating and traumatic as it is for a younger child. Abuse can affect self-esteem and the ability to develop emotionally, regardless of age.

FICTION: The effects of neglect on a child are temporary and usually minimal.

FACT: Child neglect is a major problem. Although not always as physically apparent or dramatic as abuse, neglect occurs more frequently. National statistics have indicated that fatalities resulting from child neglect were as frequent as those resulting from child abuse. Rejection by parents, various stages of starvation, lack of medical care, improper clothing and unsanitary living conditions are some of the ways children are neglected. Left to fend for themselves and lacking the necessary parental guidance and supervision, children may suffer long-lasting physical, mental and emotional deficiencies. We have seen that neglected children are more likely to be below average in height and weight, have substandard performance in school and become delinquent. They are also more prone to be angry and hostile and to manifest these feelings in antisocial or self-destructive behaviors.

CHILD ABUSE AND NEGLECT

KNOW YOUR RESPONSIBILITY

Child abuse and neglect is a serious problem which requires the involvement of all private citizens and professionals in the community for the purposes of prevention, identification, and treatment. In Maryland, the child abuse and neglect law requires that anyone who *SUSPECTS* a child has been or is being mistreated must report the matter to the Department of Social Services. (In cases of child abuse a report may be made to Social Services or the Police.) Any professional who knowingly fails to make a required report of child abuse may be subjected to certain professional sanctions. The professionals identified in Maryland Law include: health practitioners, police officers, educators, and social workers. And, any person who, in good faith, makes a report of abuse or neglect is *IMMUNE* from any civil liability or criminal penalty.

The following information is provided so that you will be familiar with the physical and behavioral indicators of child abuse and neglect. Please note that the presence of any of these indicators does not necessarily mean a child is being abused or neglected. They may, however, lead you to suspect abuse or neglect and therefore to report it.

PHYSICAL ABUSE

Physical Indicators

Bruises: on any infant; facial bruises; in unusual patterns; clustered in one area of the body; in various stages of healing; both eyes "blackened" with no injury to the nose.

Burns: caused by immersion in hot liquid; cigarette burns usually on palms of hands (leaving "crater" shaped burns); caused by a hot implement, such as an electric curling iron (leaving burn marks in the shape of the implement); or caused by ropes that indicate confinement.

Welts, cuts, abrasions, fractures, and internal injuries may also indicate abuse. Since these injuries may occur through normal childhood experiences, they should only cause concern when coupled with some other physical or behavioral

indicator. You should also be concerned if the injury does not seem likely to have resulted from normal activity, given the child's age and physical development.

Behavioral Indicators

Child: overly compliant, shy, or aggressive behavior; avoids parents; inhibited crying; hyperactive; avoids physical contact; low tolerance for frustration; distrustful.

Parent: holds unrealistic expectations for the child's physical or emotional development; "immature"; dependent; aggressive; low sense of self-esteem; sees the child as "bad", "different", or "evil"; low tolerance for frustration; inappropriate coping skills.

NEGLECT

Physical Indicators

Child: extremely dirty and unkempt; clothes inadequate for the weather; serious medical problems left untreated; inadequately supervised; undernourished.

Behavioral Indicators

Child: withdrawn; shy; passive; always tired; developmentally slow.

Parent: apathetic; shows little concern or awareness of the child's needs; shows anger when questioned about child's care; impulsive in making decisions; inconsistent disciplinary practices; overwhelming personal needs.

SEXUAL ABUSE

Physical Indicators

Child : difficulty in sitting or walking; repeated symptoms of medical problems with the genitals or digestive system; presence of sexually transmitted diseases; pregnancy.

Behavioral Indicators

Child: unusual sexual behavior or knowledge; nightmares; poor peer relationships; few social skills, extremely isolated; repeated "runaways."

Parent: extremely overprotective; overly interested in child's social and sexual life; sees child as highly sexualized; jealous.



DEPARTMENT OF HUMAN RESOURCES

Social Services Administration 311 West Saratoga Street Baltimore, Maryland 21201

BALTIMORE CITY PUBLIC SCHOOLS
BALTIMORE, MARYLAND 21202
Office of

Circular No. 27
Series 1989-90

October 5, 1989

ADMINISTRATIVE HANDBOOK
REVISIONS AND ADDITIONS

Policies and Procedures for
Reporting Child Abuse and Neglect

The Superintendent of Public Instruction

TO: Associate Superintendents, Assistant Superintendents, Directors, Heads of
Central Office Units and Principals

FROM: Richard C. Hunter, Superintendent of Public Instruction
Jerrelle F. Francois, Interim Associate Superintendent, Bureau of Instruction

Please take the following actions immediately to bring your Administrative Handbook up
to date.

Remove and destroy all of Section 6.9 (dated October 21, 1987) on policies and
procedures for reporting suspected child abuse and neglect.

Place the following new section in your Administrative Handbook. No changes are needed
in the index.

<u>REGULATION NO.</u>	<u>SUBJECT</u>	<u>DATE OF ISSUE</u>	<u>NO. OF PAGES</u>
6.9	Policies and Procedures for Reporting Child Abuse and Neglect	9/15/89	9

Important changes have been made in state laws between July 1, 1988 and July 1, 1989,
having profound implications for all staff. These include clarifications of the
following:

- Penalties for failure of professionals to report suspected abuse and
neglect, i.e., suspension, dismissal, revocation of certificate
- Questioning of students on school grounds during the school day
- Presence of a third party during investigative questioning
- Confidentiality of reports and records
- The mandated requirements for all persons to report

PRINCIPALS ARE REQUESTED TO USE EVERY APPROPRIATE MEANS TO DISSEMINATE THIS INFORMATION
TO ALL STAFF MEMBERS IN THE BUILDING. IT IS ALSO IMPORTANT THAT APPROPRIATE CENTRAL
OFFICE STAFF HAVE THIS INFORMATION BROUGHT TO THEIR ATTENTION.

Questions related to child abuse policies and procedures may be directed to your school
social worker or Ms. Joan Y. Harris, Educational Specialist, School Social Work Service,
Office of Pupil Services on 6-8642.

Note correction to be made: Change BCPS 310.10 at the top of the attached pages 1-7 to
BCPS 6.9.

/pang

STUDENTS

Policies and Procedures
REPORTING SUSPECTED CHILD ABUSE AND
NEGLECT

I. Introduction

Since 1966, when the Maryland General Assembly passed the first child abuse law, the Baltimore City Public Schools' Board of School Commissioners has endorsed policies and procedures ensuring responsible actions by educators who are confronted with possible child abuse situations. Subsequent revisions and additions to the law have resulted in BCPS policy updates to include child neglect. A comprehensive restructuring of the child abuse and neglect provisions became effective on July 1, 1988, as a result of the consolidation of certain child abuse and neglect laws into one sub-title in the Annotated Code of Maryland

Article - Family Law
Sub-Title 7 - Child Abuse and Neglect

Important among these changes was an expansion of the definition of child abuse to include abuse by any household or family member. In addition, Child Protective Services (CPS) is now required to assess the safety of all children in the household(s) to which the alleged perpetrator has access, not simply the safety of the child(ren) alleged to have been abused. Subsequent changes, effective July 1, 1989, revised definitions of abuse and neglect.

During 1988, there were 23,300 investigations of child maltreatment conducted in Maryland. During these investigations, the safety of 38,120 children was assessed. The number of investigations completed in 1988 represented a nine percent increase over the number of investigations completed during 1987. This rate of increase was more than double the rate of increase experienced between 1986 and 1987 (a 4% jump). Maryland's 1988 rise in the number of maltreatment investigations was also higher than the increase reported nationally. Across the country, 1988 reports rose only three percent over the 1987 level of reporting.

Of the total investigations completed during 1988, 49.4 percent (11,504) were of child neglect, 34.6 percent (8,071) were of child physical abuse and 16 percent (3,725) were of child sexual abuse. The largest increase during 1988 was in the number of investigations of child neglect (17.1%). Investigations of child sexual and physical abuse increased less sharply (5.0% and .2% respectively). Nationwide, neglect has consistently been the most prevalent form of maltreatment (63% in 1988).

II. Definitions

1. ABUSE means the sustaining of physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of being significantly harmed; or sexual abuse of a child, whether physical injuries are sustained or not. (An injury is any bodily damage, ranging from a bruise or bruises to bone fractures and burns, and is not always readily apparent, as in some internal injuries.)

"ABUSE" DOES NOT INCLUDE, FOR THAT REASON ALONE, PROVIDING A CHILD WITH NON-MEDICAL RELIGIOUS REMEDIAL CARE AND TREATMENT RECOGNIZED BY STATE LAW.

2. SEXUAL ABUSE means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

From COMAR 07.02.07.02 B(.18)

Sexual molestation or exploitation includes, but is not limited to, contact or conduct with a child for the purpose of sexual gratification, and may range from sexual advances, kissing or fondling, to sexual crime in any degree, rape, sodomy, prostitution, or allowing, permitting, encouraging, or engaging in the obscene or pornographic display, photography, filming or depiction of a child as prohibited by law.

3. CHILD means any individual under the age of 18 years.
4. FAMILY MEMBER means a relative of a child by blood, adoption, or marriage.
5. HOUSEHOLD means the location in which the child resides, where the abuse or neglect is alleged to have taken place, or where the person suspected of abuse or neglect resides.
6. HOUSEHOLD MEMBER means a person who lives with or is a regular presence in the home of a child at the time of the alleged abuse or neglect.
7. NEGLECT means the sustaining by a child of significant physical or mental harm or injury from:
 - a. The absence of the child's parents, guardian, or custodian.
 - b. The leaving of a child unattended or other failure to give proper care and attention to a child by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm, unless the failure consists only of providing the child with non-medical remedial care and treatment recognized by state law instead of medical treatment.

"NEGLECT" DOES NOT INCLUDE, FOR THAT REASON ALONE, PROVIDING A CHILD WITH NON-MEDICAL RELIGIOUS REMEDIAL CARE AND TREATMENT RECOGNIZED BY STATE LAW.

(To confirm child neglect, the responsible agency, Child Protective Services in the Department of Social Services, must find significant and convincing evidence that the level of child's care is below minimally acceptable standards, as defined by state regulations. Usually such a determination is based on evidence of a nature that could establish in a court of law that the child is in need of the assistance of the court.)

Shown are examples of child neglect cited in the SHR-SSA Child Protective Services Policy Manual 01.04.04

A neglected child is one who is:

- *left unattended or inadequately supervised for long periods of time.
- *showing signs of failure to thrive, or psycho-social dwarfism that has not been explained by medical condition. There may be other evidence that the child is receiving insufficient food.
- *receiving inadequate medical or dental treatment.
- *denied an adequate education due to parental action or inaction (e.g., some cases of truancy).
- *wearing inadequate or weather--inappropriate clothing.
- *living in a home where minimal health and fire standards are not met.
- *ignored or badgered by the caretaker.
- *forced to engage in criminal behavior at the direction of the caretaker.

III. School Staff's Responsibility

Professionals are required to report suspected abuse and suspected neglect. It is not the responsibility of the educator or other reporting person to investigate the incident to determine if abuse or neglect can be confirmed. Based on the legal definitions cited, a person who has reason to believe that a child has received a nonaccidental physical injury or has been sexually molested or exploited by a parent or any other caretaker is to report the SUSPICION immediately to the Department of Social Services. The law provides immunity from civil liability or criminal penalty when a person makes a report in good faith, whether the suspicion is abuse or neglect. State law requires that the reporting source be handled confidentially. DSS is not to release the name of the reporter without permission. Staff may wish to make a specific request for anonymity.

The police department, the state's attorney's office and the Department of Social Services work collaboratively on these investigations and determine a course of action based on the individual circumstances of each case.

ALL SUSPICIONS OF NEGLECT, OR PHYSICAL OR SEXUAL ABUSE MUST BE REPORTED TO THE DEPARTMENT OF SOCIAL SERVICES--PROTECTIVE SERVICES BY CALLING 361-2235. A WRITTEN REPORT ON THE FORM ATTACHED IS TO FOLLOW WITHIN 48 HOURS AFTER THE INCIDENT OR CONTACT THAT CAUSED THE INDIVIDUAL TO BELIEVE THAT THE CHILD HAD BEEN SUBJECTED TO ABUSE OR NEGLECT.

Reporting is required, not withstanding any other provision of law, including any law on privileged communications, by each health practitioner, police officer, educator, or human service worker acting in a professional capacity, who has reason to believe that a child has been subjected to abuse and/or neglect.

EDUCATOR OR HUMAN SERVICE WORKER means any professional employee of an correctional, public, parochial, or private educational, health, juvenile service or social service agency, institution, or licensed facility.

EDUCATOR OR HUMAN SERVICE WORKER INCLUDES:

- (I) any teacher
- (II) any counselor
- (III) any social worker
- (IV) any case worker and
- (V) any probation or parole officer

A significant change in the law is that now all persons are mandated to report abuse/neglect suspicions. Anonymous reports are accepted from the community and the identity of the reporter is protected (unless the reporter is a professional and gives permission). In addition, one does not have to know the child or have direct contact with him or her to make a report. If one has reason to believe that a child is abused or neglected, a report should be made. Reporters are immune from civil and criminal liability for reporting and participation in any investigation and any judicial proceeding.

IV. REPORTING PROCEDURES FOR SCHOOL STAFF

The purpose of reporting suspected abuse and neglect is to protect children from further harm and to insure the provision of services on behalf of the child to ensure maximum and growth development. Every effort is made to maintain and strengthen the child's own family, and only when it is deemed essential are other arrangements made for the care of the child.

- A. Baltimore city schools' staff suspecting a student of being abused or neglected will report this suspicion to the Baltimore city Department of Social Services (DSS) by calling 361-2235. Child neglect and abuse reports are received by the Protective Services Screening unit. Once accepted by the unit, the reports are given to the appropriate intake unit for investigation. Decisions regarding worker assignment and response time are made by the intake assigning supervisor. In instances of suspected abuse, the police department is notified by DSS.
- B. Within 48 hours, educational and other BCPS staff will follow-up with a written report, using the special reporting forms available. A copy of the report form is attached, with instructions on the bottom pertaining to copies. The reporting address is

Protective Services
Department of Social Services
312 East Oliver Street
Baltimore, Maryland 21202

- C. As the administrator responsible for the educational facility, the principal must be informed immediately of all information related to the suspicion and that a report is being made. A copy of the written report must be given to the principal.

V. SANCTIONS FOR FAILURE TO REPORT

Pertinent revision of COMAR 13A.08.01 and 13A.07.01 - General Regulations - Education Articles - Annotated Code of Maryland Subtitle II Section 6-202 -

On the recommendation of the county superintendent, a county board may suspend or dismiss a teacher, principal, supervisor, assistant superintendent, or other professional assistant for:

- (i) Immorality
- (ii) Misconduct in office, INCLUDING KNOWINGLY FAILING to report suspected child abuse in violation of Section 5-903 of the Family Law Article;
- (iii) Insubordination
- (iv) Incompetency or
- (v) Willful neglect of duty

(In Baltimore city, the suspension and removal of assistant superintendents and higher levels are governed by the city charter)

COMAR 13A.07.01 Certification - .10-17. These regulations refer to authority of local boards of education or the assistant state superintendent in certification and accreditation when the individual is not employed by a local board of education in Maryland to suspend or revoke the certificate of any certificate holder who...

is convicted of a crime involving (1) child abuse or neglect, (2) contributing to the delinquency of a minor, or (3) moral turpitude, if the offense bears directly on the individual's fitness to teach

has been dismissed by a local board of education for knowingly failing to report suspected child abuse in violation of the Family Law Article 5-903 Annotated Code of Maryland.

VI. DEPARTMENT OF SOCIAL SERVICE RESPONSIBILITY

When receiving a report of suspected neglect or abuse, the protective services unit must obtain the maximum amount of information available, separating facts from assumptions. The screening workers must carefully apply the law to the circumstances described in the report and clearly determine that the reported information is sufficient to warrant protective services' intervention into the life or affairs of the family.

Promptly, upon accepting a report of suspected neglect or abuse, the Department of Social Services (DSS) will make a thorough inquiry to determine all pertinent facts. When the local law enforcement agency is involved, a coordinated approach is undertaken. DSS and the police department have joint responsibility for investigating abuse reports. The local state's attorney's office has the task of determining criminal liability or responsibility in abuse. Based on the findings, DSS will provide services in the best interest of the child. Reporting agencies or professionals are encouraged to continue the provision of services normally given, where appropriate, and to work cooperatively in developing service plans for the child and family.

- A. In the process of investigating the circumstances of suspected abuse and neglect, DSS workers and police officers may find it necessary to interview the child in the school. They may also wish to speak with staff who may have knowledge about the child. The school system and DSS developed the following procedures to ensure a cooperative effort in complying with the law and protecting the health and safety of our children:
1. DSS workers are to present proper identification. If principals wish to verify further, a roster is kept of all child abuse and neglect investigating workers and this may be checked by telephoning the following number in the Office of the Chief of Protective Services - 361-2911.
 2. Whenever possible, the worker will phone ahead to make arrangements with the principal.
 3. The principal shall determine, after consultation with the individual from the local department of social services or the police officer, whether a school official shall be present during questioning of a student. The child's comfort may be a factor to consider, as well as the possibility of a third party's inhibiting the child's responses.
 4. On occasion, for the child's safety, the DSS worker may wish to place the child in temporary shelter care rather than allowing the child to return home. The child may NOT be released by the school to the DSS worker without a court order unless the local department has guardianship of the child.

When this decision to use shelter care can be made prior to interviewing the child, the DSS worker will have a court order in hand. However, in many situations, the need will become apparent only after interviewing the child. In such emergency situations, a temporary shelter care order is secured by telephone from the Department of Juvenile Services by the DSS worker. This call to the Department of Juvenile Services can be made from the principal's office. With such an order, the child is to be released to the DSS worker. The principal is to inform the parent or guardian to contact DSS Protective Services (Telephone: 361-2911) for additional information.

If communication is necessary in regard to abuse and neglect cases after 4:30 PM, the after-hours number may be utilized (361-2235). This is the regular reporting number, and a protective services after-hours worker is on duty until 11:00 PM, when an answering service picks up.

VII. SCHOOL SYSTEMS RESPONSES

1. A local school system shall permit personnel from DSS or a police officer to question a student on school premises during the school day in an investigation involving suspected child neglect under Family Law Article, Subtitle 7, Annotated Code of Maryland, or suspected child abuse under Family Law Article, Subtitle 9. Parents or guardians shall not be informed by the school administrator or designee that an investigation and/or interview with the child has occurred. In order to protect the child and siblings, it is advisable to discuss with the DSS worker and/or officer the plan for notification of parents.

ECPS - 310.10
Revised 9/15/89

2. Records and reports concerning child abuse and neglect are confidential, and unauthorized disclosure is a criminal offense under Article 88A, Section 6b Annotated Code of Maryland. Therefore, discussion related to complaints and investigations must be conducted with the utmost discretion.
3. Sometimes fear of parental wrath interferes with the decision to report or not to report. It is rare for an accused child abuser to abuse anyone other than the child or another family member. Anger is often exhibited, and, while this can be difficult for staff to deal with, it is often better than allowing the abused child to continue to deal with it and perhaps to die from it. The child's welfare must be the overriding concern.
4. All individuals are legally and morally responsible for reporting suspected child abuse and neglect. Permission to report is not required--regardless of the site where suspicion occurs. It is necessary, however, that school staff inform the principal regarding the circumstances, and that a report has been or will be made.
5. The decision to report belongs to the staff person who first observes or becomes aware of the incident. However, others hearing or becoming aware of the incident are obliged to ensure that someone makes a report. (See page 4, paragraph 3.) There are serious penalties attached to failure to report.

It is advisable that parents be made aware of the legal and moral responsibility of school staff to report suspected abuse and neglect. A sample letter is attached to assist in communicating with parents. Information may be disseminated in parent newsletters, at PTA meetings, or in report card envelopes. In order to facilitate positive interactions between the school and home/community, it is often helpful to inform parents in this area before a problem arises.

Questions may be addressed to the social worker assigned to your school or the educational specialist, School Social Work Service (Office of Pupil Services) on 6-8642.

SAMPLE LETTER TO PARENTS

Name and Number of School

Address - Telephone Number

Date

Re: Child Abuse and Neglect Policies and
Procedures

Dear Parents:

The Baltimore City Public Schools system is committed to providing the best possible and most appropriate learning experiences for all children. As educators, we are involved closely with students and try to be aware of their educational progress and needs. Sometimes, when home and community factors affect their responses to the classroom environment, students show signs of distress. Because school staff members have been trained to observe student behaviors, they are often the first to become aware that something is wrong.

In some instances, school faculties are able to respond to students in need of help and special assistance referring them to the school social worker, school counselor, or other school personnel. Sometimes outside community help may be indicated.

Occasionally, there are factors in a student's appearance and behavior that lead to suspicious of child abuse or neglect. Maryland law requires that all professionals, including educators, report suspected abuse and neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

School system policy supports Maryland laws in this regard and requires that all school staff members report suspected abuse and neglect to the Department of Social Services, Protective Services Division (361-2235). That agency has the authority and responsibility to investigate and make a determination regarding the suspicion. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's family.

Should you have questions regarding the information in this communication, feel free to discuss them with me or appropriate school staff.

Please be assured of our continued interest and concern for the education and welfare of children in the Baltimore City Public Schools.

Sincerely,

Principal's Signature

Baltimore City Public Schools

REPORT OF SUSPECTED CHILD ABUSE/SUSPECTED NEGLECT

To: Baltimore City Department of Social Services - 312 East Oliver Street 21202

From: _____
School Name and Number - Address Telephone Number

Suspicion of Neglect Suspicion of Abuse

Name of Child _____

Address (Where child may be seen) _____

Age or Birthdate _____

Name of Person(s) Responsible for Child's Care _____

Address _____

Relationship _____

Name of Suspected Abuser _____

Address _____

Relationship (of suspected abuser) to child _____

The nature and extent of current injury, sexual abuse or neglect of the child in question; circumstances leading to the suspicion that the child is a victim of abuse or neglect:

Information concerning previous injury, sexual abuse or neglect experienced by this child or children in this family situation, including previous action taken, if any:

Signature and Title of Person Making Report Date

Complete original and 2 copies. Original is to be mailed to the local Department of Social Services. First copy is to be retained by the principal; second copy is to be retained by the person making the report. Please respond to each item even if reply is "unknown" or "none".

PLEASE INDICATE AT TOP OF FORM IF SUSPICION IS NEGLECT OR ABUSE.

This form is to be used by Baltimore City Public Schools staff only.

Revised 9/89

Use Reverse Side As Necessary

BALTIMORE CITY PUBLIC SCHOOLS
BALTIMORE, MARYLAND 21202
Office of
The Superintendent of Public Instruction

CIRCULAR NO. 30
SERIES 1988-89

October 11, 1989

ADMINISTRATIVE HANDBOOK
ADDITIONS AND REVISIONS

Procedures for Handling
Suspected Abuse and Neglect
of Students by School Personnel

TO: Associate Superintendents, Assistant Superintendents, Directors, Heads of Central Office Units, Principals

FROM: Richard C. Hunter, Superintendent of Public Instruction

Please take the following actions immediately to bring your Administrative Handbook up to date:

1. OBSOLETE REGULATIONS (Remove from your Handbook)

<u>Regulation No.</u>	<u>Subject</u>	<u>Date of Issue</u>	<u>No. of Pages</u>
6.19	Suspected Abuse and Neglect of Students by School Personnel	5/20/88	3

2. ADDITION AND/OR REVISION

Place the following revised section in your Administrative Handbook.

<u>Regulation No.</u>	<u>Subject</u>	<u>Date of Issue</u>	<u>No. of Pages</u>
6.19	Suspected Abuse and Neglect of Students by School Personnel	9/15/89	4

3. Distribution to Staff Members

ALL STAFF, CLASSIFIED AND NON-CLASSIFIED MUST BE MADE AWARE OF THE CONTENTS OF THIS CIRCULAR, THROUGH POSTING AND NOTIFICATION THEREOF, AND/OR THROUGH THE DISTRIBUTION OF INDIVIDUAL COPIES. IN ADDITION, DISCUSSIONS ARE TO BE HELD IN FACULTY MEETINGS.

For additional information regarding this Administrative Handbook section, please contact the associate superintendent, Bureau of Instruction, on 6-8813.

/pamg

Procedures for Handling Suspected Abuse and
Neglect of Students by School Personnel

Background

Staff of the Baltimore City Public Schools and professionals in the field of education and other fields have been concerned about the escalating number of reports of children who allege abuse at the hands of those who have responsibility for their supervision. A review of reports of alleged abuse and neglect has revealed that many incidents could have been avoided. Antecedents to the charges which have been made against BCPS employees by parents, students, and other staff, have included

- professionally immature or inappropriate classroom behavior exhibited by the teacher or administrator (i.e. as severe verbal harassment, or inappropriate discipline such as denial of lunch)
- questionable judgment demonstrated in handling disciplinary actions (such as lengthy after-school detentions, prolonged periods of standing)
- poor communication between the home and school, including conflict-ridden interpersonal relationships
- use of corporal punishment in violation of school board policy

Cautions concerning appropriate professional behavior and the handling of students should be discussed with all staff persons who have contacts with the school-aged population.

Procedures

The Baltimore City Public Schools and the Baltimore City Department of Social Services have developed a communication system so that the superintendent of schools will be informed of Social Services' investigations into alleged child abuse and neglect by staff persons in schools.

A very small percentage of school system employees has been reported to the Protective Services Unit of the Baltimore City Department of Social Services as alleged perpetrators of these crimes. Child abuse is a felony, and under certain conditions, the suspect is subject to arrest. Both police officers and protective services' social workers investigate cases of suspected physical and sexual abuse of students. Normally, only protective services' workers investigate cases of suspected neglect. Complaints of both suspected abuse and suspected neglect have been filed, naming as the responsible persons, educational, classified, and paraprofessional employees as well as substitutes.

Marylands state law permits disclosure to school administrators, for adequate cause, of the results of investigations of school system employees. Pertinent legal references include the following sources:

- Annotated Code of Maryland Family Law 5-701 et seq
- Annotated Code of Maryland Family Law 5-901 et seq
- COMAR-Chapter .07.02.07--Protective Services for Abused and Neglected Children

- Article 88Ab. Social Services Administration--Child Abuse and Neglect Records and Reports
- Social Services Administration--Protective Services Manual 03.01.01
- Investigations in Child Care Institutions and Group Day Care Settings

Department of Social Services' Decisions

The Department of Social Services will communicate its findings to the office of the superintendent, the alleged perpetrator, and the parent of the child who allegedly was abused or neglected. Also, the Department of Social Services will send a complete written report of the findings to the local state's attorney's office and the police department in abuse allegations. Based upon Department of Social Services findings, the superintendent will take appropriate administrative actions as needed and delineated in school board policies, administrative handbook procedures, and/or contract agreements.

Code of Maryland regulations guide the local department in its findings of "Indicated" or "Unsubstantiated". Based on its investigation, the local department shall determine whether a report of suspected child abuse or neglect is found to be "Indicated" or "Unsubstantiated":

A. Indicated Child Abuse As Applied to School Personnel

- (1) An "Indicated" report of child abuse means one in which there is credible and specific evidence which has not been satisfactorily refuted, that
 - (a) Physical injury has occurred and was probably caused by a person in the school environment who has temporary care or responsibility for supervision of a child, under circumstances that indicate the child's health or welfare is significantly harmed and the nature, extent, or location of the injury make non-accidental means the likely cause; or
 - (b) Physical injury has occurred and was probably caused by a person in the school environment who has temporary care or responsibility for supervision of a child, under circumstances that indicate the child's health or welfare is at risk of significant harm and the nature, extent, or location of the injury make non-accidental means the likely cause; or
 - (c) Sexual abuse of a child occurred and was probably caused by a person in the school environment who has temporary care, or responsibility for supervision of a child; or
 - (d) There are physical or behavioral indications that a child has been sexually abused, including but not limited to, genital trauma, pregnancy, sexually transmitted disease, and patterns of behavior typically associated with sexual abuse.

(2) The determination that abuse is "indicated" does not require a court conviction for the crime of child abuse or the existence of proof sufficient to obtain such a conviction. In making this determination, the local department shall consider the following:

- (a) Explanations of the incident under investigation are inconsistent or do not match the developmental age and capabilities of the child; or
- (b) There is a history of prior unexplained injuries in the school environment which may indicate patterns of violence; or
- (c) Information gathered in an assessment of risk for the child and other children in that setting.

B. Unsubstantiated Child Abuse. An "unsubstantiated" report of child abuse is one which does not meet the criteria established for an "indicated" finding. In choosing this disposition, the worker shall document the extent to which any of the following factors apply to the situation:

- (1) There is no physical injury; or
- (2) There is no credible account of the alleged abuse by the suspected victim or a witness; or
- (3) There is no indication of past injury or sexual abuse; or
- (4) There is credible evidence that injuries have been accidentally caused; or
- (5) There is credible evidence that the child's health or welfare was not significantly harmed nor at risk of being significantly harmed; or
- (6) There is credible evidence that the injury or sexual abuse was caused by a person other than the person in the school environment who has temporary care or responsibility for supervision of a child.
- (7) It is not possible to complete the investigation due to an inability to gain access to the child or to obtain relevant facts regarding the incident.

C. "Indicated" Child Neglect As Applied to School Personnel. "Indicated" child neglect means that there is credible and specific evidence, which has not been satisfactorily refuted, that a child's health or welfare has been significantly harmed and/or placed at risk of significant harm as a result of

- (1) Conditions created by leaving a child unattended by the person who has temporary care or responsibility for supervision of a child in the school environment.
- (2) The failure of that person to give the usual care and attention expected for a child in the school environment.

D. "Unsubstantiated" Child Neglect. An "Unsubstantiated" report of child neglect is one which does not meet the criteria established for an "indicated" finding. In

choosing this disposition, the worker shall document the extent to which any of the following factors apply to the situation:

- (1) There is no credible and specific evidence of failure to provide proper care and attention, including leaving a child unattended, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk of significant harm.
- (2) It is not possible to complete the investigation due to an inability to gain access to the child or to obtain relevant facts regarding the reported incident or circumstances alleged to be neglected.

Reporting Responsibilities

Staff members are referred to Circular No. 27, dated 10/5/89 Administrative Handbook Revisions and Additions, Policies and Procedures for Reporting Child Abuse and Neglect for definitions of abuse and neglect and other pertinent information. That circular should be considered a companion circular to this one because it may assist in clarifying the law and issues such as the following:

- School staff is required to report suspected abuse and neglect, wherever it occurs. Therefore, school staff observing or hearing reports of other persons abusing or neglecting children in the school setting must report suspicions to the Department of Social Services, Protective Services (361-2235).
- Penalties for failure of professionals to report are spelled out in COMAR 13A.08.01 and 13A.07.01 - General Regulations - Education Articles.

For additional information regarding this Administrative Handbook section, please contact the associate superintendent, Bureau of Instruction, on 6-8813.

SOME PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT

TYPE OF ABUSE	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
<p>PHYSICAL ABUSE</p>	<p>Unexplained Bruises and Welts: --on face, lips, mouth --on torso, back, buttocks, thighs --in various stages of healing --clustered, forming regular patterns --reflecting shape of article used to inflict (electric cord, belt buckle) --on several different surface areas --regularly appear after absence, week-end or vacation</p> <p>Unexplained Burns: --cigar, cigarette burns, especially on soles, palms, back or buttocks --immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia) --patterned like electric burner, iron, etc. --rope burns on arms, legs, neck or torso</p> <p>Unexplained Fractures: --to skull, nose, facial structure --in various stages of healing --multiple or spiral fractures</p> <p>Unexplained Lacerations or Abrasions --to mouth, lips, gums, eyes --to external genitalia --human bite marks</p>	<p>Wary of Adult Contacts Apprehensive When Other Children Cry Behavioral Extremes --aggressiveness, or --withdrawal (including excessive day-dreaming)</p> <p>Frightened of Parents Reports Injury by Parents Discrepancies in Reports of Causes of Injuries</p>
<p>PHYSICAL NEGLECT</p>	<p>Consistent Hunger, Poor Hygiene, Inappropriate Dress</p> <p>Consistent Lack of Supervision, Especially in Dangerous Activities or Long Periods</p> <p>Unattended Physical Problems or Medical Needs</p> <p>Abandonment</p>	<p>Begging, Stealing Food</p> <p>Extended Stays at School (early arrival and late departure)</p> <p>Constant Fatigue, Listlessness or Falling Asleep in Class</p> <p>Alcohol or Drug Abuse</p> <p>Delinquency (e.g. thefts)</p> <p>States There is No Caretaker</p>

SOME PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT

TYPE OF ABUSE	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
<p>SEXUAL ABUSE</p>	<p>Difficulty in Walking or Sitting Torn, Stained, or Bloody Underclothing Pain or Itching in Genital Area Bruises or Bleeding in External Genitalia, Vaginal or Anal Areas Venereal Disease, Especially in Very Young Pregnancy, Especially in Early Adolescence</p>	<p>Unwilling to Change for Gym or Participate in Physical Education Class Withdrawal, Fantasy or Infantile Behavior Bizarre, Sophisticated, or Unusual Sexual Behavior or Knowledge Poor Peer Relationships Delinquent or Run Away Reports Sexual Assault by Caretaker</p>
<p>EMOTIONAL MALTREATMENT</p>	<p>Speech Disorders Lags in Physical Development Failure-to thrive</p>	<p>Habit Disorders (sucking, biting, rocking, etc.) Conduct Disorders (antisocial, destructive, etc.) Neurotic Traits (sleep disorders, inhibition of play) Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias, hypochondria) Behavior Extremes: --compliant, passive --aggressive, demanding Overly Adaptive Behavior: --inappropriately adult --inappropriately infant Developmental Lags (mental, emotional) Reports Being Overworked, Exploited Attempted Suicide</p>

THE THREE ELEMENTS IN ABUSE

Abuse most often occurs in the home. Three elements are usually involved and create the environment for an incident of abuse to occur:
1) the abuser 2) the abused 3) A CRISIS

1) The Abuser (usually the parent or caretaker)

Although all parents have the potential to be abusive, the chronic abusive parent has certain characteristics and a behavior pattern not representative of good parenting. Many abusers have a history of having been abused themselves or at least brought up in very strict families. Abusive parents keep to themselves, move from place to place, and usually are young. They pick a mate who is of little help to them, who is rather passive. The mate almost always knows about the abuse, ignores it, even may participate in it.

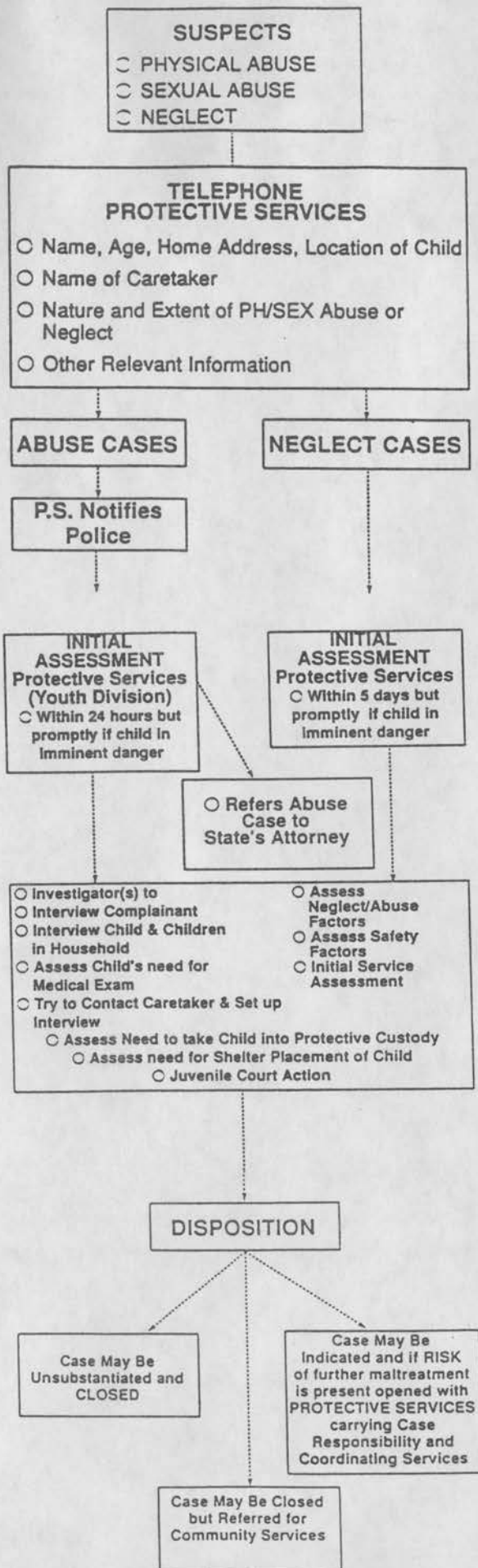
2) The Abused (the child victim)

Usually only one child in the family is abused. Some children are more vulnerable to abuse than others. Children under six are considered a high risk population. Children with handicaps have a higher incidence of abuse than children who do not have any physical or mental handicaps. Adopted children also have a higher incidence of abuse, as do hyperactive and emotionally disturbed children.

Some children are difficult to care for, so difficult that they irritate the parent to the point of losing control. A child may even provoke abuse in attempting to get attention. Some children are seen by the parents as stubborn and deliberately annoying.

3) A CRISIS

A crisis is the precipitating factor that sets the abusive parent in motion. The parent overreacts as the result of other stresses that have become too numerous or too complex to cope with. The abuse is the result of this frustration and anxiety. Many things can precipitate a crisis. Loss of a job, divorce, illness, death in the family. The child refuses to eat, he wets his pants again, he won't stop crying. As a result, the parent suddenly loses control, and the child is abused.



Baltimore City Public Schools

REPORT OF SUSPECTED CHILD ABUSE/SUSPECTED NEGLECT

To: Baltimore City Department of Social Services
312 East Oliver Street 21202

From: _____
School Name and Number - Address Telephone Number

Suspicion of Neglect | | Suspicion of Abuse | |

Name of Child _____

Address (Where child may be seen) _____

Age or Birthdate _____

Name of Person(s) Responsible for Child's Care _____

Address _____

Relationship _____

Name of Suspected Abuser _____

Address _____

Relationship (of suspected abuser) to child _____

The nature and extent of current injury, sexual abuse or neglect of the child in question; circumstances leading to the suspicion that the child is a victim of abuse or neglect:

Information concerning previous injury, sexual abuse or neglect experienced by this child or children in this family situation, including previous action taken, if any:

Signature and Title of Person Making Report Date

Complete original and 2 copies. Original is to be mailed to the local Department of Social Services. First copy is to be retained by the principal; second copy is to be retained by the person making the report. Please respond to each item even if reply is "unknown" or "none".

PLEASE INDICATE AT TOP OF FORM IF SUSPICION IS NEGLECT OR ABUSE.

This form is to be used by Baltimore City Public Schools staff only.

Revised
9/89

Use Reverse side as Necessary

SAMPLE LETTER TO PARENTS

Name and Number of School

Address - Telephone Number

Date

Re: Child Abuse and Neglect
Policies and Procedures

Dear Parents:

The Baltimore City Public Schools system is committed to providing the best possible and most appropriate learning experiences for all children. As educators, we are involved closely with students and try to be aware of their educational progress and needs. Sometimes, when home and community factors affect their responses to the classroom environment, students show signs of distress. Because school staff members have been trained to observe student behaviors, they are often the first to become aware that something is wrong.

In some instances, school faculties are able to respond to students in need of help and special assistance referring them to the school social worker, school counselor, or other school personnel. Sometimes outside community help may be indicated.

Occasionally, there are factors in a student's appearance and behavior that lead to suspicious of child abuse or neglect. Maryland law requires that all professionals, including educators, report suspected abuse and neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

School system policy supports Maryland laws in this regard and requires that all school staff members report suspected abuse and neglect to the Department of Social Services, Protective Services Division (361-2235). That agency has the authority and responsibility to investigate and make a determination regarding the suspicion. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's family.

Should you have questions regarding the information in this communication, feel free to discuss them with me or appropriate school staff.

Please be assured of our continued interest and concern for the education and welfare of children in the Baltimore City Public Schools.

Sincerely,

Principal's Signature

1969 CHILD MALTREATMENT INVESTIGATIONS

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Baltimore Metropolitan Area													
Baltimore City													
Sexual Abuse	63	86	69	73	96	91	80	92	55	91	103	55	554
Physical Abuse	221	246	299	291	314	262	229	211	229	281	253	189	3025
Total	284	332	368	364	410	353	309	303	284	372	356	244	3979
Neglect	242	321	339	378	440	379	349	598	353	381	356	303	4239
Total	526	653	707	742	850	732	658	701	637	753	712	547	8218
Anne Arundel County													
Sexual Abuse	13	37	33	42	25	18	26	26	36	39	27	15	337
Physical Abuse	25	41	43	54	55	34	21	33	52	42	31	39	470
Total	38	78	76	96	80	52	47	59	88	81	58	54	807
Neglect	83	65	97	100	105	96	72	103	81	102	74	61	1039
Total	121	143	173	196	185	148	119	162	169	183	132	115	1846
Baltimore County													
Sexual Abuse	46	33	39	43	35	56	34	37	33	30	31	30	447
Physical Abuse	75	77	103	111	129	89	63	53	97	124	82	80	1083
Total	121	110	142	154	164	145	97	90	130	154	113	110	1530
Neglect	66	62	59	78	98	89	77	51	69	68	56	50	823
Total	187	172	201	232	262	234	174	141	199	222	169	160	2353
Carroll County													
Sexual Abuse	9	5	6	8	10	10	5	5	5	3	5	4	75
Physical Abuse	6	6	14	14	17	8	9	6	12	13	12	5	122
Total	15	11	20	22	27	18	14	11	17	16	17	9	197
Neglect	7	4	3	8	8	16	15	12	3	14	4	4	98
Total	22	15	23	30	35	34	29	23	20	30	21	13	295
Harford County													
Sexual Abuse	14	13	22	10	18	10	13	6	11	18	18	8	161
Physical Abuse	30	16	33	40	36	22	23	14	20	43	32	25	334
Total	44	29	55	50	54	32	36	20	31	61	50	33	495
Neglect	35	18	44	33	36	31	36	21	45	45	30	24	398
Total	79	47	99	83	90	63	72	41	76	106	80	57	893
Howard County													
Sexual Abuse	11	27	11	15	11	10	5	14	8	6	8	5	131
Physical Abuse	21	37	39	46	34	33	12	20	32	29	21	26	350
Total	32	64	50	61	45	43	17	34	40	35	29	31	481
Neglect	17	25	30	36	31	34	13	23	35	22	17	17	300
Total	49	89	80	97	76	77	30	57	75	57	46	48	781
Baltimore Metro Total													
Abuse	534	624	711	747	780	643	520	517	590	719	623	481	7489
Neglect	450	495	572	633	718	645	562	608	586	632	537	459	6897
Total	984	1119	1283	1380	1498	1288	1082	1125	1176	1351	1160	940	14386
D.C. Metropolitan Area													
Montgomery County													
Sexual Abuse	14	36	32	27	14	22	25	36	24	17	17	18	282
Physical Abuse	52	53	45	79	71	65	29	19	37	61	52	37	600
Total	66	89	77	106	85	87	54	55	61	78	69	55	882
Neglect	52	47	43	37	35	47	32	42	37	50	34	27	483
Total	118	136	120	143	120	134	86	97	98	128	103	82	1365
Prince George's County													
Sexual Abuse	41	42	51	41	48	46	41	29	42	43	36	34	494
Physical Abuse	100	116	123	171	162	110	85	75	71	100	94	77	1284
Total	141	158	174	212	210	156	126	104	113	143	130	111	1778
Neglect	105	90	111	113	127	106	92	92	90	91	70	64	1151
Total	246	248	285	325	337	262	218	196	203	234	200	175	2929
D.C. Metro Total													
Abuse	207	247	251	318	295	243	180	159	174	221	199	166	2660
Neglect	157	137	154	150	162	153	124	134	127	141	104	91	1634
Total	364	384	405	468	457	396	304	293	301	362	303	257	4294

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Western Maryland Area													
Allegany County													
Sexual Abuse	10	4	15	11	19	5	5	6	7	17	5	4	108
Physical Abuse	19	24	18	17	13	11	13	12	12	14	11	10	174
Total	29	28	33	28	32	16	18	18	19	31	16	14	282
Neglect	13	22	23	16	16	20	20	14	11	14	18	14	201
Total	42	50	56	44	48	36	38	32	30	45	34	28	483
Frederick County													
Sexual Abuse	16	11	13	3	15	8	11	7	13	7	9	8	121
Physical Abuse	24	26	34	27	23	13	10	12	15	17	22	17	240
Total	40	37	47	30	38	21	21	19	28	24	31	25	361
Neglect	9	21	12	10	9	7	9	11	8	7	17	11	131
Total	49	58	59	40	47	28	30	30	36	31	48	36	492
Garrett County													
Sexual Abuse	1	3	2	1	5	3	0	0	4	2	1	1	23
Physical Abuse	3	6	5	6	6	2	1	0	3	2	1	5	40
Total	4	9	7	7	11	5	1	0	7	4	2	6	63
Neglect	8	13	8	15	8	13	6	10	12	6	7	8	114
Total	12	22	15	22	19	18	7	10	19	10	9	14	177
Washington County													
Sexual Abuse	23	7	28	20	18	12	11	15	7	19	12	7	179
Physical Abuse	17	22	16	12	34	27	23	19	17	27	20	21	255
Total	40	29	44	32	52	39	34	34	24	46	32	28	434
Neglect	28	35	35	35	50	48	29	37	31	30	22	27	407
Total	68	64	79	67	102	87	63	71	55	76	54	55	841
Western Maryland Total													
Abuse	113	103	131	97	133	81	74	71	78	105	81	73	1140
Neglect	58	91	78	76	83	88	64	72	62	57	64	60	853
Total	171	194	209	173	216	169	138	143	140	162	145	133	1993
Southern Maryland Area													
Calvert County													
Sexual Abuse	5	4	7	8	4	4	5	1	3	5	3	3	52
Physical Abuse	15	8	13	9	21	13	8	8	9	8	5	4	121
Total	20	12	20	17	25	17	13	9	12	13	8	7	173
Neglect	6	8	8	6	13	9	7	10	11	9	13	7	107
Total	26	20	28	23	38	26	20	19	23	22	21	14	280
Charles County													
Sexual Abuse	8	8	9	10	13	12	8	8	4	12	10	7	109
Physical Abuse	21	15	14	17	26	19	12	17	18	17	28	21	225
Total	29	23	23	27	39	31	20	25	22	29	38	28	334
Neglect	22	19	21	23	32	23	17	18	17	25	21	21	259
Total	51	42	44	50	71	54	37	43	39	54	59	49	593
St. Mary's County													
Sexual Abuse	8	10	10	6	5	7	6	2	7	14	6	6	87
Physical Abuse	20	15	15	17	17	15	11	21	24	22	19	7	203
Total	28	25	25	23	22	22	17	23	31	36	25	13	290
Neglect	22	14	24	22	16	19	18	22	33	23	25	12	250
Total	50	39	49	45	38	41	35	45	64	59	50	25	540
Southern Maryland Total													
Abuse	77	60	68	67	86	70	50	57	65	78	71	48	797
Neglect	50	41	53	51	61	51	42	50	61	57	59	40	616
Total	127	101	121	118	147	121	92	107	126	135	130	88	1413
Eastern Shore Area													
Caroline County													
Sexual Abuse	9	3	0	3	4	4	2	1	2	0	6	2	36
Physical Abuse	0	2	1	9	5	3	2	3	4	0	6	3	38
Total	9	5	1	12	9	7	4	4	6	0	12	5	74
Neglect	0	5	11	4	12	4	4	8	2	8	11	4	73
Total	9	10	12	16	21	11	8	12	8	8	23	9	147

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Cecil County													
Sexual Abuse	17	14	15	15	13	7	6	5	9	11	8	11	131
Physical Abuse	18	13	9	13	15	13	10	8	21	17	21	16	174
Total	35	27	24	28	28	20	16	13	30	28	29	27	305
Neglect	25	15	18	28	30	28	23	28	43	30	28	24	321
Total	61	42	42	56	58	48	39	41	73	58	57	51	626
Dorchester County													
Sexual Abuse	5	1	4	4	1	3	1	2	3	2	5	2	33
Physical Abuse	4	7	9	12	5	5	2	5	3	8	8	1	73
Total	9	8	13	16	10	8	3	7	6	10	13	3	106
Neglect	16	7	13	13	7	7	6	9	8	15	10	4	115
Total	25	15	26	29	17	15	9	16	14	25	23	7	221
Kent County													
Sexual Abuse	0	1	0	6	0	0	0	0	1	1	0	1	10
Physical Abuse	3	4	1	5	5	4	0	0	2	0	4	3	31
Total	3	5	1	11	5	4	0	0	3	1	4	4	41
Neglect	7	4	2	0	1	2	3	0	6	0	1	0	26
Total	10	9	3	11	6	6	3	0	9	1	5	4	67
Queen Anne's County													
Sexual Abuse	5	5	11	2	1	3	2	2	1	3	3	1	39
Physical Abuse	7	3	15	6	9	3	9	3	3	4	2	2	66
Total	12	8	26	8	10	6	11	5	4	7	5	3	105
Neglect	9	5	8	11	4	5	7	6	8	6	6	1	76
Total	21	13	34	19	14	11	18	11	12	13	11	4	181
Somerset County													
Sexual Abuse	7	1	1	1	2	0	2	3	3	4	1	3	28
Physical Abuse	3	0	8	3	4	5	2	3	4	4	3	2	41
Total	10	1	9	4	6	5	4	6	7	8	4	5	69
Neglect	5	2	4	4	2	3	8	4	6	7	3	3	51
Total	15	3	13	8	8	8	12	10	13	15	7	8	120
Talbot County													
Sexual Abuse	2	1	3	3	2	4	1	2	1	1	6	4	30
Physical Abuse	7	4	10	6	6	6	6	5	11	3	4	2	70
Total	9	5	13	9	8	10	7	7	12	4	10	6	100
Neglect	10	12	10	7	7	16	14	12	11	14	12	8	133
Total	19	17	23	16	15	26	21	19	23	18	22	14	233
Wicomico County													
Sexual Abuse	11	11	8	11	12	5	8	5	6	2	8	5	92
Physical Abuse	18	17	11	17	20	20	7	8	9	16	12	8	163
Total	29	28	19	28	32	25	15	13	15	18	20	13	255
Neglect	32	27	38	38	27	26	25	40	37	34	21	10	355
Total	61	55	57	66	59	51	40	53	52	52	41	23	610
Worcester County													
Sexual Abuse	6	2	6	1	2	1	2	2	6	3	2	4	37
Physical Abuse	5	5	5	8	4	9	6	3	5	8	9	3	70
Total	11	7	11	9	6	10	8	5	11	11	11	7	107
Neglect	4	8	6	4	4	6	3	5	6	4	2	7	59
Total	15	15	17	13	10	16	11	10	17	15	13	14	166
Eastern Shore Total													
Abuse	127	94	117	125	114	95	68	60	94	87	108	73	1162
Neglect	109	85	110	109	94	97	93	112	127	118	94	61	1209
Total	236	179	227	234	208	192	161	172	221	205	202	134	2371
Statewide Total													
Abuse	1058	1128	1278	1354	1408	1132	892	864	1001	1210	1082	841	13248
Neglect	824	849	967	1019	1118	1034	885	976	963	1005	858	711	11209
Total	1882	1977	2245	2373	2526	2166	1777	1840	1964	2215	1940	1552	24457

SUMMARY

PHYSICAL ABUSE	9252
SEXUAL ABUSE	3996
TOTAL	13248
NEGLECT	11209
TOTAL CHILD MALTREATMENT	24457