

Child Protective Law: You are a Mandated Reporter

All employees and volunteers (including minors) of a child care center are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect.

- The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977- 1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov.
- The immediate online report eliminates the requirement to fill out a DHS-3200 form. To report online, you can register as a mandated reporter at [Mi Bridges Mandated Reporters](#).

Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open ended questions, if necessary, to determine whether a report needs to be made to CPS. The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

Determining when to report situations of suspected child abuse/neglect can be difficult. When in doubt, contact Centralized Intake for consultation. Below are some commonly accepted warning signs associated with various forms of child abuse/neglect. Note that the warning signs below, in themselves, are not the only indicators of child abuse/neglect and, if present, do not always mean a child is being abused or neglected.

Physical Abuse: Sores, burns, bruises, injuries on body and a reluctance or vagueness about where these originated. Injuries may not match the explanation.

Neglect: Consistent signs of hunger, inappropriate dress, poor hygiene (unwashed clothes, hair and body odor); regularly displays fatigue or listlessness; unattended medical needs.

Sexual Abuse: Unusual sexual awareness or behavior. Inappropriate sexual behavior such as attempting to insert tongue in someone's mouth; pain, itching, bleeding, or bruises in the genital area; persistent sexual play with other children, themselves, toys, or pets; withdrawal or depression.

Other signs of possible abuse or neglect include:

- Extremely aggressive and/or passive behavior.
- Delays in development.
- Fear of parents or adults.
- Unusually shy, avoids other children and adults.
- Avoids physical contact.
- Apt to seek affection from any adult.
- Reports of being hurt or abused.

For more information on reporting suspected child abuse and neglect, refer to the mandated reporter's website at Mandated Reporters. The Mandated Reporter's Resource Guide (DHS-Pub 112) is also available online at Mandated Reporters' Resource Guide. Also see the publication The Role of Professional Child Care Providers in Preventing and Responding to Child Abuse and Neglect at Child Welfare Information Gateway.

Mandated Reporter Self-Certification Form

In order to uphold the highest safety standards for children and students at the CDL, employees/volunteers must read and sign this Mandated Reporter Form. It states that employees/volunteers are aware of child abuse and neglect policies, and that all potential employees are screened for criminal history.

1. As an employee or volunteer at the Child Development Laboratories of Michigan State University, I am aware that we uphold the highest safety standards for our children and students. As a result I am aware that:
 - Child abuse and neglect is against the law.
 - Our program has policies in place to protect children from abuse and neglect.
 - These policies are in the employee handbook, 424 course pack, and family handbook.
 - We screen all potential employees for criminal history.
 - All staff and volunteers are required by law to immediately report suspected abuse or neglect to Children’s Protective Services.
 - Any breach of the child abuse and neglect policies may be cause for dismissal.

Printed Name	Signature	Date
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2. I have not been convicted of abuse or neglect of a child

Printed Name	Signature	Date
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Indicate your position or role at the CDL:

- CDL or HDFS Staff Member
- Student; List Course: _____
- Researcher; List Project: _____
- Volunteer
- Other; List: _____