Mandated Reporting of Abuse & Neglect Policy

PURPOSE: To formalize a policy and procedure regarding Mandated Reporting of Child Abuse and Neglect.

POLICY: In accordance with New Horizons guidelines and Texas State Laws, all New Horizons employees and caregivers have the responsibility to report any incident of suspected or actual child abuse or neglect to the appropriate State Agency (DFPS Texas Abuse Hotline 1-800-252-5400) **and** to the immediate New Horizons Supervisor or next available Management Staff.

New Horizons does not condone or tolerate physical or emotional abuse or neglect of clients. Any employee or caregiver found guilty of such abuse or neglect will be terminated immediately.

PROCEDURE: In the event that an employee or caregiver witnesses or has any reason to suspect that a child in our care is a victim of abuse or neglect, the employee or caregiver is to immediately report the incident to the appropriate State Agency (DFPS Texas Abuse Hotline 1-800-252-5400) and to their New Horizons Supervisor or next available Management Staff.

Please be advised that according to the Texas State Law, a person who knowingly makes a report that is false commits an offense punishable as a State Jail Felony.

Employees and/or Caregivers will complete one clock hour of annual training in prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

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Acknowledgement and Receipt

I have received a copy of this policy, a copy of the Texas Family Code (Chapter 261), and I understand my responsibilities as outlined herein.

_____ _____

Employee's/Caregiver's Signature Date

_____ _____

Supervisor's Signature Date

(Copy of signed Acknowledgement and Receipt of the Mandated Reporting of Abuse and Neglect Policy to be attached to a copy of the Texas Family Code (Chapter 261), and provided to the employee or caregiver.)