



**CHILD ABUSE AND NEGLECT REPORTING POLICY AND ACKNOWLEDGEMENT**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty- six (36) hours of receiving the information concerning the incident.

Samueli Academy will provide annual training on the mandated reporting requirements, using the online training module approved by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

I, \_\_\_\_\_, acknowledge that I am a childcare custodian, and I certify that I have knowledge of California Penal Code section 11166 and will comply with its provisions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date