

CHILD ABUSE POLICY

Purpose:

- To define company policy regarding the reporting and handling of cases of suspected child abuse
- To define procedures when such cases are alleged to involve employees
- To supercede any previous policy regarding child abuse

Policy:

Apple Tree Learning Center's policy is to comply with all applicable state laws and regulations regarding prevention and reporting of suspected child abuse. A.T.L.C.'s staff is required to familiarize themselves with such laws and regulations by the state where their center is located. Further, it is A.T.L.C.'s policy to cooperate with police, child protective services, or other legal authorities investigating an allegation of child abuse.

Procedure:

SUSPECTED INCIDENTS OF CHILD ABUSE BELIEVED TO HAVE OCCURRED OUTSIDE OF APPLE TREE LEARNING CENTER:

If and Apple Tree employee reasonably suspects that a child has been abused by a person other than another A.T.L.C. employee, the following steps will be taken as soon as possible:

- (1) The head teacher will be notified and in turn notify the Center Director
- (2) The information will be reported to the appropriate licensing and/or regulatory agencies in accordance with the requirements of state law.
- (3) The employee observations leading to the suspicion of child abuse will be documented. This documentation will contain only factual observations and not opinion or speculation. The documentation will be prepared by center management after consultation with the staff member(s) making the observations. This documentation must be kept confidential and should not be shared with anyone other than A.T.L.C. management and government authorities who are investigating the allegations of abuse.

Do not notify the parents of the child unless the regulatory agency responsible for investigating the allegations advises you to do so. Parental notification will generally be the responsibility of the regulatory agency.

SUSPECTED INCIDENT OF CHILD ABUSE ALLEGED TO INVOLVE AN A.T.L.C. EMPLOYEE:

In the event of an incident or accusation of child abuse involving an A.T.L.C. employee, the following steps are to be taken as soon as possible:

- (1) Any staff member observing any such incident or who has a reasonable belief that any such accusation is warranted shall immediately inform the Center Director and, if no investigation is performed, the staff member will report such incident to the Corporate Ethics Hotline.
- (2) The Teacher will notify the Center Director.
- (3) The Center Director will notify the parents and the appropriate licensing and/or regulatory agencies in accordance with the requirements of state law.
- (4) The Center Director will notify the Corporate Legal Department or Risk Management Department. No interviews of any accused employee by police or other third parties will be permitted without first contacting the Legal Department.
- (5) After consultation with appropriate Human Resources personnel, the staff member(s) against whom the allegation of the child abuse has been made will be immediately placed on suspension pending the outcome of an investigation of the incident.
- (6) A prompt, complete, and fair investigation of the incident will be conducted under the direction of the Legal Department. In addition, Apple Tree Learning Center will cooperate fully with the investigation conducted by the police, licensing authorities or other regulatory authorities.

I, _____, have carefully read the Apple Tree Learning Center Child Abuse Policy and promised to follow these policies to the fullest.