

Employee Acknowledgment of Child Abuse and Neglect Reporting Obligations

Penal Code Sections 11165.7, 11166 and 11167 require specified health care practitioners and other persons who have knowledge of or observe 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 or neglect to report the known or suspected instance of child abuse immediately or as soon as practicably possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

You are a person who is required to report known or suspected child abuse or neglect. The reporting obligations that you must fulfill are described in Penal Code Sections 11165.7, 11166 and 11167 attached to this form. You must read this attachment.

The identity of all persons who make child abuse reports is confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Welfare and Institutions Code Section 602 arising from alleged child abuse, or to counsel appointed to represent the child pursuant to Welfare and Institutions Code Section 317(c), or to the county counsel or prosecutor in a proceeding under Family Code Section 7800 *et seq.* or Welfare and Institutions Code Section 300 *et seq.*, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order. No such agency or person may disclose the identity of any person who makes a child abuse report to that person's employer, except with the employee's consent or by court order. [Penal Code Section 11167(d)]

NOTE: The hospital may wish to supplement this form by providing the new employee a copy of chapter 17 of CHA's *Consent Manual*, which describes the child abuse reporting requirements. If this approach will be used, this form should indicate:

We have attached a copy of the portion of CHA's Consent Manual that describes the California Child Abuse and Neglect Reporting Act. You should read this material carefully. If you have any questions regarding your reporting obligations, please discuss your questions with [insert the name and title of the person who should answer questions].

NOTE: The hospital may supplement this form by discussing any special policy it has regarding notifying supervisors and administration about reports that will be or are made, and how the reporting is coordinated when several employees become aware of the same instance of suspected child abuse or neglect. Such a discussion could, for example, include the following statement:

Your supervisor and administration should be notified whenever you believe that you may be required to report suspected child abuse or neglect. In addition, usually several hospital employees and medical staff members will learn about the same instance of suspected abuse or neglect. The patient's attending physician (or other designated person) shall be responsible for making the reports or for identifying the member of the health care team who shall assume this responsibility.

(over)

I have read the attached information regarding child abuse and neglect reporting obligations under California law. I understand that I must comply with these legal requirements, and I agree to do so.

Date: _____ Time: _____ AM / PM

Signature: _____
(employee)

Print name: _____
(employee)

NOTE: The employer is required by law to attach a copy of Penal Code Sections 11165.7, 11166 and 11167 to this form.

Reference: Penal Code Sections 11165.7, 11166 and 11167