

Board of Supervisors
County of Prince George, Virginia
Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13th day of September, 2016:

Present:

Vote:

William A. Robertson, Jr., Chairman
Jerry J. Skalsky, Vice-Chairman
Alan R. Carmichael
Donald R. Hunter
T. J. Webb

C-2

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AUTHORITY FOR DIRECTOR OF SOCIAL SERVICES TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PRINCE GEORGE COUNTY SCHOOL DIVISION AND PRINCE GEORGE COUNTY SOCIAL SERVICES

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 13th day of September, 2016 does hereby authorize the Director of Social Services to execute Memorandum of Understanding Between the Prince George County School Division and the Prince George County Department of Social Services.

A Copy Teste:

Percy C. Ashcraft
County Administrator

**RECOMMENDED PROCEDURES FOR LOCAL AGREEMENTS
BETWEEN SCHOOLS AND LOCAL DEPARTMENT OF SOCIAL SERVICES**

**LOCAL AGREEMENT BETWEEN
PRINCE GEORGE COUNTY SCHOOL DIVISION AND
PRINCE GEORGE COUNTY SOCIAL SERVICES**

SECTION I – REPORTING CHILD ABUSE AND NEGLECT BY SCHOOL EMPLOYEES

A. Responsibilities of the Prince George County School Division Employees

1. According to Virginia state law, any teacher or other person employed in a public school is a mandated reporter. As such, any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to local departments of social services. Mandated reporters are required to report as soon as possible, but no later than 24 hours after having a suspicion of a reportable offense.
2. School administration and school counselors are the contact persons to whom all reports from school staff on suspected child abuse or neglect will be made. A back-up person should also be designated. The obligation of the designated contact person to report cases of suspected child abuse or neglect brought to his attention by staff members is not discretionary and the contact person shall assure that the case is duly reported.

School staff should not report to parents that a Child Protective Services (CPS) complaint has been reported.

3. All reports of suspected child abuse/neglect of a child who resides in Prince George County will be made to the Prince George County Child Protective Services Unit at 804-733-2650.

When the contact person receives reports of suspected child abuse or neglect from school staff, the contact person will immediately, but no later than 24 hours after having a suspicion of a reportable offense, transmit the report to the local department of social services or to the State Hotline (1-800-552-7096).

4. If a complainant believes that a delay resulting from following these procedures would be detrimental to the child, he may report this case directly and then inform the designated contact person of his referral. Nothing in these recommended procedures prohibits a mandated reporter from reporting child abuse and neglect directly to a local DDS.
5. When reporting child abuse or neglect, the local school employee must share with the local department of social services all information that establishes the basis for the suspicion of abuse or neglect of the alleged victim child.

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B. Responsibilities of Prince George County Social Services

1. Prince George County Department of Social Services shall have the capability of receiving reports on a 24-hours-a-day, 7-day-a-week basis.
2. Prince George County Department of Social Services shall provide information and cooperate in training the Prince George County School Division personnel regarding their responsibilities to report suspected child abuse or neglect, methods of reporting suspected incidents, and the role and functions of the local departments of social services in child abuse and neglect.

SECTION II – INVESTIGATIONS OF CHILD ABUSE AND NEGLECT WHEN THE CHILD IS ALLEGED TO HAVE BEEN ABUSED/NEGLECTED IN AN IN-HOME SETTING

A. Responsibilities of the Prince George County School Division

1. The Prince George County School Division shall allow the local CPS worker to interview the child or siblings without consent of parents/guardians. In order to protect the family's right to privacy the interview shall be in private. The interview may include school personnel upon the discretion of the CPS worker.
2. The Prince George County School Division shall cooperate with the CPS worker, and provide the following resources, as appropriate:
 - a) Private room or other space for interviews of child(ren).
 - b) Pertinent directory type information such as home and work phone numbers of child's parents/guardians and home address for child(ren).
 - c) The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental consent unless the CPS worker has a court order to review the record. However, in an emergency or health/safety situation, the school could provide access to the record. The school determines what constitutes an emergency.

B. Responsibilities of Prince George County Department of Social Services

1. Upon receipt of a valid complaint, the local social services department will conduct an immediate family assessment and/or investigation. The local CPS worker assigned to assess or investigate will contact the designated school contact person to arrange, if necessary, for:
 - a) Securing further information in regard to the complaint;

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- b) Obtaining records and/or documentation relative to the complaint on which may be the basis for the complaint;
 - c) Obtaining the child's home address and work and home telephone numbers of his parents or guardians.
 - d) Making arrangements to see and interview the child at school when necessary.
2. If the investigation requires the CPS worker to go onto school premises, the local CPS worker shall inform the principal or designee upon arriving at the school of why he/she is at the school and the need for private space to interview the victim child.
 3. The CPS worker shall complete the family assessment and/or investigation and make a disposition within 45 calendar days (or 60 days when an extension is documented to be necessary). When an extension of the 45-day period is required, all parties will be notified.
 4. If the initial report was made by a school employee, that individual shall receive a written communication from the local department of social services informing him that the family assessment and/or investigation has been completed, and either that the disposition was "Unfounded," or that "Appropriate action has been taken." The school employee will only get a "thank you for caring" letter from the CPS Worker which may not reveal a disposition.

SECTION III – INVESTIGATIONS OF CHILD ABUSE AND NEGLECT WHEN THE CHILD IS ALLEGED TO HAVE BEEN ABUSED/NEGLECTED BY A SCHOOL EMPLOYEE

A. Responsibilities of the Prince George County School Division

1. The Prince George County School Division superintendent's designee, if there is no conflict of interest, shall participate in planning the investigation when the report names a school division employee as the alleged abuser or neglecter.
2. If the investigation involves a school employee as the alleged abuser, the Prince George County School Division's superintendent's designee shall inform the alleged abuser that he has the right to involve a representative of his choice to be present during the interviews. The designee should also inform him if anyone other than the CPS worker is planning to be present.
3. If the investigation involves a school employee as the alleged abuser, the Prince George County School Division shall cooperate with the needs of the CPS worker, and provide the following resources, as appropriate:

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- a) Room/private space for interviews of staff and children;
 - b) Accompaniment of the CPS worker to the site of the alleged abuse;
 - c) Pertinent policies, procedures, and records;
 - d) Names, functions, and roles of involved parties;
 - e) Work schedules of staff;
 - f) Phone numbers and/or addresses of collateral children's parents/ guardians in order for the CPS worker to gain permission to interview them as witnesses.
4. The Prince George County School Division may take steps to ensure that there is no contact between the alleged abuser or neglector and the victim. This may include putting the alleged abuser/neglector on administrative leave as per school board policy.

B. Responsibilities of Prince George County Department of Social Services

1. Conduct an immediate investigation upon receiving a *valid* report about suspected incidents of child abuse or neglect.
2. Contact the police if deemed appropriate per the CPS policy.
3. If the investigation requires the CPS worker to go onto school premises, the local CPS worker shall inform the site administrator or designee of the allegations being investigated, the subjects named in the report [alleged abuser and alleged victim child(ren)], and the CPS role and expectations, including private space to interview the victim child.
4. Notify the Department of Social Services Regional Specialist.
5. If there is no conflict of interest, the CPS worker shall invite the superintendent's designee to participate in the planning of a joint investigation.
6. The CPS worker must request from the administrator the following resources, as appropriate:
 - a) Private room/private space for interviews of staff and child(ren);
 - b) Accompaniment of the CPS worker to the site of the alleged abuse;
 - c) Pertinent policies, procedures, and records;
 - d) Names, functions, and roles of involved parties;
 - e) Work schedules of staff;
 - f) Phone numbers and addresses of collateral children's parents/guardians in order to gain permission for the CPS worker to interview them as witnesses.

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7. The CPS worker shall interview the alleged abuser according to a plan developed jointly with the facility administrator or designee. Where there is an apparent conflict of interest, the CPS worker shall use discretion regarding who is to be present in the interview.
8. The CPS worker shall inform the alleged abuser that he has the right to involve a representative of his choice to be present during the interviews. The CPS worker should also inform him if anyone other than the CPS worker is planning to be present.
9. The CPS worker shall provide the alleged abuser with the allegations in writing, and ask permission to tape record the interview, and provide a copy to the alleged abuser at the earliest convenience.
10. The CPS worker shall interview collateral staff witnesses, as appropriate, according to a plan developed jointly with the superintendent's designee. Where there is an apparent conflict of interest, the CPS worker shall use discretion regarding who is to be present in the interview.
11. The CPS worker will staff case at the agency with the child welfare team and appropriate supervisor.
12. The CPS worker will staff case with Regional Specialist.
13. The CPS worker shall keep the superintendent's designee apprised of the progress of the investigation on an ongoing basis until the investigation is completed.
14. The CPS worker shall complete the investigation and make a disposition within 45 calendar days (or 60 days when an extension is documented to be necessary).
15. When the investigation is completed and a disposition is made, the CPS worker shall verbally notify both the alleged abuser and the superintendent's or his/her designee. The alleged abuser should be informed first, or at the same time as the designee. A written report of the findings shall be submitted to the alleged abuser along with his disposition notification letter and appeal notification. A copy of the report of findings shall be submitted to the superintendent's designee. This report of findings shall include a summary of the investigation, with an explanation of how the information gathered supports the disposition.

If the abuser is a full-time, part-time, permanent, or temporary teacher in a school division located within the Commonwealth, the local department shall notify the local school board of the founded disposition the same time the

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subject is notified of the founded disposition. This includes in home investigations when the teacher is the subject of the founded investigation involving his own children.

The local department shall notify the State Superintendent of Public Instruction when an individual holding a license issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding such individual if the local department knows the person holds a license issued by the Board of Education and after all rights to any appeal provided have been exhausted up to and including appeals to the circuit court.

16. Prince George County Department of Social Services shall inform the parent, guardian, or agency holding custody of the victim child with written notification of the disposition, at the time the finding is made. The CPS worker may use discretion in determining the extent of investigative findings to share with the parent; however, sufficient detail must be provided for the child's custodian to know what happened to his child, to make plans for the child, and to provide needed support and services.
17. If the initial report was made by a school employee, that individual shall receive a written communication from the local department of social services informing him that the investigation has been completed, and either that the disposition was "Unfounded," or that "Appropriate action has been taken." The school employee will only get a "thank you for caring" letter from the CPS Worker which may not reveal a disposition.

SECTION IV – FOLLOW UP TO THE INVESTIGATION

- A. The Prince George County Department of Social Services may provide post-investigative protective and/or treatment services, and follow-up contacts to the child, family, and named abuser.
- B. When a school employee is named as the abuser, the Prince George County School Division may provide post-investigation corrective action, as deemed appropriate by the school, for the school facility and any personnel, including the named abuser. Nothing prohibits the Prince George County School Division from implementing disciplinary measures according to the policies and procedures.

SECTION V – CONFIDENTIALITY

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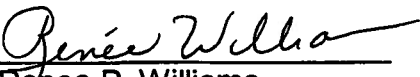
- A. Information shall be shared between appropriate staff of Prince George County Department of Social Services and the Prince George County School Division which is accurate, complete, timely, and pertinent so as to assure fairness in determination of the disposition of the complaint.
- B. All information gathered shall be treated confidentially, in accordance with applicable social services and education requirements.

SECTION VI – SIGNATURES

This agreement is subject to review and/or amendment at the request of either the Prince George County School Division or Prince George County Department of Social Services.

Entered as of July 1, 2016 and effective through June 30, 2017.

By: 
Shel Douglas
Director of Social Services

By: 
Renee P. Williams
Superintendent

Approved as legal sufficiency:


Frank Wiza