



# Bend-La Pine Schools DHS / Law Enforcement Protocol *Investigation of Child Abuse*

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Grade: \_\_\_\_\_

### **INTERVIEW ONLY:**

When DHS and/or Law Enforcement wants to interview a child and the child is not a suspect, check identification of the DHS Caseworker and/or Law Enforcement Officer:

- Step 1: Fill out below – name, title and identification number (if applicable)
- Step 2: Check whether the parent has been informed of the interview
- Step 3: Sign below
- Step 4: Notify school administrator
- Step 5: Notify the investigator of the student’s disabling condition
- Step 6: Retrieve the student
- Step 7: Provide a private space for the interview

Name, Title and ID Number (if applicable) of DHS Caseworker / Law Enforcement Officer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the parent/guardian been notified of the interview by the DHS Caseworker / Law Enforcement Officer?  yes  no

Name of School Administrator notified: \_\_\_\_\_

Child participated in interview  Child refused to participate in interview

Administrator / staff participated in interview: (name) \_\_\_\_\_

DHS Caseworker / Law Enforcement Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator / Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **REMOVAL ONLY:**

When DHS and/or Law Enforcement wants to remove a child from school premises during regular school hours:

- Step 1: Obtain a signed acknowledgement below from the DHS Caseworker / Law Enforcement Officer
- Step 2: Request contact information (business card) from the DHS Caseworker / Law Enforcement Officer
- Step 3: Inform the DHS Caseworker / Law Enforcement Officer that you will pass along the contact information to the parent/guardian, if contacted

DHS Caseworker / Law Enforcement Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator / Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Place completed form in a separate, secure file and not in the student’s file.