

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

Procedures for Suspected Child Abuse/Neglect

- Call Department of Children and Family Services (DCFS) at 1-800-540-4000 **as soon as possible** once you have **reasonable suspicion** of child abuse/neglect.

- If a child has a visible mark such as a bruise or a welt, or if a district employee is the suspected abuser, you must call LAPD Child Abuse Hotline at (213) 486-0530 instead of DCFS.

- Make sure to get the following information from DCFS or LAPD and write it down:
 - The report number (write this at the top of the form)
 - The name of the person taking the report (and the badge number if you call LAPD)
 - DCFS's/LAPD's plan regarding what action will be taken
 - DCFS's/LAPD's directive as to what you should/should not do regarding the reported child

- You must then fill out a form. You may file on-line at <https://mandreptla.org> or ask an administrator or the School Administrative Assistant (Nury) for a paper form. (Even if you are told there will NOT be an investigation, you are responsible for filling out and submitting the form.)

- Paper forms must be mailed within 36 hours to:

DCFS
1933 S. Broadway
Los Angeles 90007

OR

LAPD Child Abuse Unit
100 W. 1st Street, #351
Los Angeles 90012

- To verify that a report was taken, the district suggests you send via SCHOOL MAIL a photocopy of the completed form in a sealed envelope with the flap taped and marked "CONFIDENTIAL" to:

Field Services Team
Office of the Counsel General
Beaudry Building – 20th Floor

Remember:
When in doubt, **call DCFS.**