

<b>MANUAL TITLE:</b>	Kinder Village
<b>POLICY TITLE:</b>	Maltreatment of Minors Mandated Reporting
<b>POLICY NUMBER:</b>	IV-01
<b>PAGE:</b>	1 of 3
<b>EFFECTIVE DATE:</b>	
<b>MINNESOTA STATUTES:</b>	245A145, subd 1; 245A.66, subd. 1

Kinder Village is a child care center licensed by the Minnesota Department of Human Services. As such, the following policies and procedures are in effect for reporting suspected maltreatment and for reporting complaints about the operation of Kinder Village.

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- Individuals who are working with children at Kinder Village are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at Kinder Village. If the person knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years that person must immediately (within 24-hours) make a report to an outside agency.

### **Where to Report**

- If a staff person or other individual working with children at Kinder Village knows or suspects that a child is in immediate danger, he/she must call **911**.
- All reports concerning suspected abuse or neglect of children occurring in a Kinder Village should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 431-6600**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at **(651) 266-4444** or local law enforcement at **(651) 266-5588**.
- If the report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern Kinder Village, the person suspecting the violations should call the Department of Human Services, Licensing Division at **(651) 431-6500**.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are attached as part of this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within Kinder Village, the report should include any actions taken by the facility in response to the incident.

<b>MANUAL TITLE:</b>	Kinder Village
<b>POLICY TITLE:</b>	Maltreatment of Minors Mandated Reporting
<b>POLICY NUMBER:</b>	IV-01
<b>PAGE:</b>	2 of 3
<b>EFFECTIVE DATE:</b>	
<b>MINNESOTA STATUTES:</b>	245A145, subd 1; 245A.66, subd. 1

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within **72 hours**, exclusive of weekends and holidays.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with person receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

### **Retaliation Prohibited**

Kinder Village, as an employer of any mandated reporter, will not retaliate against the mandated reporter for reports made in good faith, or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Internal Review**

When Kinder Village has reason to know that an internal or external report of alleged or suspected maltreatment has been made, it must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- 1) Related policies and procedures were followed;
- 2) The policies and procedures were adequate;
- 3) There is a need for additional staff training;
- 4) The reported event is similar to past events with the children or the services involved; and
- 5) There is a need for corrective action by Kinder Village to protect the health and safety of children in care.

<b>MANUAL TITLE:</b>	Kinder Village
<b>POLICY TITLE:</b>	Maltreatment of Minors Mandated Reporting
<b>POLICY NUMBER:</b>	IV-01
<b>PAGE:</b>	3 of 3
<b>EFFECTIVE DATE:</b>	
<b>MINNESOTA STATUTES:</b>	245A145, subd 1; 245A.66, subd. 1

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by The Director of Kinder Village (name to be inserted upon hire). If this individual is involved in the alleged or suspected maltreatment, Chief Operating Officer, Episcopal Homes will be responsible for completing the internal review. These individuals are also responsible for the Corrective Action Plan (see below).

**Documentation of the Internal Review**

Kinder Village will document completion of the internal review and provide documentation of the review to the DHS Commissioner upon the Commissioner's request.

**Corrective Action Plan**

Based on the results of the internal review, Kinder Village will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or Kinder Village, if any.

**Staff Training**

Kinder Village will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556 – attached). Kinder Village will also provide training to all staff on the center's Risk Reduction Plan. Kinder Village will document the provision of this training in individual personnel records and monitor implementation by staff. This policy is available in the Director's office and is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.