

**[District Name] Board of Education Policy**  
**Mandated Reporting Policy**

**I. Purpose**

The purpose of this policy is to ensure that all school district employees understand their legal and ethical obligations to report suspected child abuse or neglect. The district is committed to protecting the safety and well-being of all students and complying with state and federal laws regarding mandated reporting, including the annual teacher attestation requirement as outlined in Oklahoma Statute [70 O.S. § 1210.163](#) and [10A O.S. § 1-2-101](#).

**II. Definitions**

**A. Attestation Form:**

A standardized document that must be signed annually by employees of the school district affirming their awareness and understanding of applicable laws, policies, and professional responsibilities.

**B. Mandated Reporter:**

Any person with legal obligations to report child abuse or neglect.

**III. Policy Statement**

It is the policy of [District Name] that all employees of the district are required, in accordance with Oklahoma state law, to immediately report any suspected incidents of child abuse or neglect to the appropriate authorities. All certified instructional staff shall sign an annual attestation form at the beginning of each academic year acknowledging their legal responsibility to report suspected child abuse or neglect, as well as their obligation to comply with other applicable state and district mandates.

**IV. Reporting Procedures**

**A. Immediate Action:**

1. Suspected abuse or neglect shall be reported immediately to the Oklahoma Department of Human Services (DHS) via the statewide hotline: **1-800-522-3511** and local law enforcement for victims under the age of eighteen.
2. Suspected abuse or neglect shall be reported immediately to local law enforcement in students age eighteen years or older.

**B. Personal Responsibility:**

Reports must be made directly by the individual who has knowledge of or suspects abuse. Reporting to a supervisor does not fulfill the legal obligation.

**C. Timeliness:**

Reports must be made as soon as possible, ideally within 24 hours of suspicion.

**D. Documentation:**

A written report shall be submitted to the school principal or designated administrator for internal recordkeeping.

**V. Annual Attestation Requirement**

**A. Attestations:**

All employees must sign an attestation form at the beginning of each school year confirming:

1. Their understanding of mandated reporting laws and regulations
2. Their obligation to report directly to DHS
3. Their awareness of the consequences for failure to report

B. Recordkeeping:

Signed attestations shall be maintained in personnel files and reviewed during audits or investigations.

C. Attestation:

Attachment A

**VI. Confidentiality and Protection**

A. Confidentiality:

Reports and reporter identities are protected under Oklahoma law.

B. Immunity:

Reporters acting in good faith are immune from civil or criminal liability.

C. No Retaliation:

Retaliation against reporters is prohibited and subject to disciplinary action.

**VII. Training**

A. Annual Training:

All staff shall receive training on recognizing and reporting abuse and neglect.

B. New Hire Orientation:

Mandated reporting responsibilities shall be included in onboarding.

**VIII. Prohibited Actions**

A. No Internal Investigations:

School personnel must not investigate suspected abuse or neglect. Doing so may interfere with DHS or law enforcement investigations.

B. No Interference:

Administrators may not prevent or delay any employee from making a report.

**IX. Failure to Report**

Any failure to report may result in disciplinary action, termination, and legal consequences.

**X. Legal Authority**

This policy is adopted pursuant to Oklahoma statute [70 O.S. § 1210.163](#) and [10A O.S. § 1-2-101](#).

Approved by the [District Name] Board of Education on [Insert Date]

Board President: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Legal Reference: [70 O.S. § 1210.163](#) and [10A O.S. § 1-2-101](#)

# Oklahoma Mandated Reporter Acknowledgment Form

## EMPLOYEE ACKNOWLEDGMENT OF DUTY TO REPORT CHILD ABUSE AND NEGLECT

*(Pursuant to 70 O.S. § 1210.163 and 10A O.S. § 1-2-101)*

**Employee Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**School District / Agency:** \_\_\_\_\_

In accordance with Oklahoma Statutes 70 O.S. § 1210.163 and 10A O.S. § 1-2-101, I understand and acknowledge the following:

1. I am a mandated reporter of suspected child abuse and neglect as defined by Oklahoma law.
2. If I have reason to believe that a child under the age of 18 is a victim of abuse or neglect, I am required by law to immediately report it to the Oklahoma Department of Human Services (DHS) via the statewide abuse hotline: 1-800-522-3511 and to local law enforcement.
3. If I have reason to believe that a student age 18 or older is a victim of abuse or neglect, I am required by law to immediately report it to local law enforcement.
4. I understand that this reporting requirement is individual and non-delegable. I may not rely on another person or administrator to make the report on my behalf.
5. I am aware that failure to report suspected child abuse or neglect is a misdemeanor and may result in criminal charges.
6. I understand that as a mandated reporter, I am protected from civil and criminal liability if I report in good faith.
7. I have been provided with information regarding the indicators of child abuse and neglect and the procedures for reporting.
8. I acknowledge that this signed statement will be retained in my personnel file for the duration of my employment.

**Employee Signature:** \_\_\_\_\_

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

**Administrator/Witness Signature:** \_\_\_\_\_

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