

# MANDATED REPORTING FOR VOLUNTEERS

*All reports of suspected abuse/neglect must be made within 24 hours of reasonable cause to believe that abuse/neglect has occurred.*

## **DURING THE WORKDAY:**

### ***ABUSE/NEGLECT***

- 1. Report to principal or designee in person.**  
Do not email your principal or designee to give him/her initial notice of suspected abuse or neglect.
- 2. Principal or designee will make the report to DFCS.**
- 3. Email follow up to principal.**  
The email will include student's name, date report made, and "suspected abuse/neglect."

### ***SUICIDE***

- 1. Have an adult bring the student to a counselor OR send a note with a trusted student to the counseling office requesting that a counselor come to your room immediately.**  
**DO NOT EMAIL OR LEAVE A VOICEMAIL.**
- 2. You must get verbal confirmation that a counselor is coming to check on the student.**

*\*Mandated Reporter requirements are in accordance with GA Code § 19-7-5.*



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## **AFTER HOURS:**

### ***ABUSE/NEGLECT***

1. Call **CCSD Public Safety** at **678-594-8620**. Follow their recommendations for next steps.
2. Contact your principal or designee ASAP.

*If advised by Public Safety to make a DFCS report, do one of the following:*

1. **Report by telephone to 1-855-422-4453 (24-hour Child Protective Services reporting line).**
2. **Email report (Form JG-4) to [cpsintake@dhs.ga.gov](mailto:cpsintake@dhs.ga.gov)**  
**No other email address should be used to cc: or bc: this email as it sends the email to the JUNK folder.**
3. **Fax Form JG-4 to 229-317-9663.**

### ***Required CCSD Notification***

1. Send the **completed** Georgia Mandated Reporter Form **(Form JG4)** to [childabusereport@cobbk12.org](mailto:childabusereport@cobbk12.org).

### ***SUICIDE***

1. Call the student's parents immediately. If you cannot reach them, call 911 to request a wellness check.
2. Contact your principal ASAP, but no later than in the morning.
3. As soon as you return to the school building, contact the school counselor.