

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**
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.

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.