

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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REPORTING SUSPECTED CHILD ABUSE	06-0912	1 OF 2
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE ADOPTED</b>	
6Hx7-6.2 Safety and Security	September 9, 2020	

## **Purpose**

The purpose of this procedure is to establish processes and responsibilities for reporting suspected child abuse.

Florida State College at Jacksonville (FSCJ) strives to safeguard the well-being of children visiting College campuses or centers and/or participating in College-sponsored programs.

## **Scope**

This procedure applies to all students, employees, volunteers and associates of FSCJ. The procedure applies to the FSCJ campus, all properties owned or leased by either FSCJ and all off-campus sites at which students, employees or other associated individuals of either institution participate in College-sponsored activities, including study abroad programs.

## **Procedure**

### **A. Mandatory Reporting**

1. All FSCJ employees and students who know or have reasonable cause to suspect child abuse, as defined by Florida Statutes, are required to report such knowledge or suspicion.
2. Questions regarding mandatory reporting requirements should be directed to the Title IX Coordinator or the Equity Office.

### **B. How to Report**

1. If a child is in immediate danger, call 911 immediately.
2. If a child is not in immediate danger, call College Security at the local campus. If Security cannot be reached, call
  - a. Jacksonville Sheriff's Office at 911 or 904-630-0500, and/or
  - b. Report to the Department of Children and Families at: Abuse Hotline at 1-800-962-2873 or <https://reportabuse.dcf.state.fl.us/>
3. The reporting party should also report the incident or concern to the College Title IX Coordinator at:

Coordinator of Title IX  
 601 W. State Street  
 Jacksonville, Florida 32202  
 (904) 361-6204  
 Email: [titleix@fscj.edu](mailto:titleix@fscj.edu)

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### C. Reporting and Investigation

1. Internal reports of child sexual abuse or harassment – The Title IX Coordinator oversees the investigation of allegations of known or suspected child abuse.
2. Required reporting of child pornography – Any FSCJ employee or student who has knowledge of or has reasonable cause to suspect that a FSCJ employee or student is in possession of or accessing child pornography utilizing College resources, must immediately report such knowledge to College Security.
3. Failure to report – If any FSCJ employee or student who is found guilty in a criminal proceeding for failing to meet state mandated reporting requirements, disciplinary action consistent with the severity of the issue up to termination (employee) or expulsion (student) may occur. Disciplinary actions for full-time faculty will follow the process outlined in the Collective Bargaining Agreement.
4. No Retaliation – Retaliation against any employee or student who makes a good faith report of suspected child abuse under this procedure is strictly prohibited. Any employee or student who believes he or she has been retaliated against for making a report under this procedure or for participating in an investigation should contact the Chief Human Resources Officer (employee) or the Dean of Students (student).

REFERENCES: F.S. 39.01, 39.201, 1001.64, 1001.65

Adopted Date: September 9, 2020