

Mandated Reporting Guidelines

These guidelines provide for the protection of children. It is a state mandate to report any situation that would cause protective services to be involved. This is to protect and prevent abuses toward children. Due to our various positions, we are considered mandated reporters. As such, if we notice or are told about possible abuse, it is our duty to report such findings.

1. **You are made aware, whether through direct observation or communication, of possible abuse.** We do not investigate claims of abuse, and any such claims should be kept confidential. Confidentiality means maintaining the smallest circle possible to deal with any challenges. This circle may include your local lead teacher.
2. **Report the alleged abuse.** If you're unsure if the concerns rise to the level of abuse, you may call the Conference office before reporting the alleged abuse. The State makes it clear you cannot be held liable for reporting a concern. It's better to err on the side of caution than to fail to report. Mandated reporters that fail to file a report can be held personally liable if an incident is later filed by an alternative party.
 - a. Alleged abuse must be reported in the county or reservation where the abuse took place. This should be reported during business hours.
 - b. Each county processes these claims differently; some counties require forms within a specific timeframe.
 - c. <https://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/>
3. **Call your Conference supervisor(s)** and/or Risk Management Director. 763-424-8923
4. **Submit an incident report** to the conference Risk Manager. If you had to complete a form for the county, you may submit that. If the Risk Manager needs additional information, they will request the organizational incident report.
5. **Cooperate with local authorities** during their investigation process. Ask the authorities for directions on how, if at all, to communicate with various parties involved.
6. **If you have any questions** throughout this process, please call your conference supervisor(s) and/or the Risk Manager. 763-424-8923
7. **Remember we are to prevent, protect and enhance the welfare of children.**