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## UCLA Policy 136: Reporting Child Abuse and Neglect [DRAFT]

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Issuing Officer: Executive Vice Chancellor & Provost  
Responsible Dept: Office of the Executive Vice Chancellor & Provost  
Effective Date: TBD  
Supersedes: New

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### I. PURPOSE

This Policy implements the University's Policy on Reporting Child Abuse and Neglect (RCAN), effective July 1, 2013, by establishing internal reporting requirement for UCLA Mandated Reporters and the process for identifying Mandated Reporters at UCLA in order to comply with the California Child Abuse and Neglect Reporting Act ("CANRA"), California Penal Code §11164-11174.3.

This Policy applies to the following:

- All UCLA Employees or Officials who are Mandated Reporters under this Policy or under CANRA; and all members of the University community who, though not Mandated Reporters, may observe, have knowledge of, or reasonably suspect Child Abuse or Neglect has occurred;
- Supervisors of Mandated Reporters;
- Department heads and Senior Administrators, as defined herein.

### II. DEFINITIONS

For the purposes of this Policy:

**Child** is any person under the age of 18 years.

**Child Abuse or Neglect** refers to any of the following:

- Physical injury of a Child inflicted by other than accidental means, but does not include "mutual affray" (e.g. fist fights) between minors;
- Sexual abuse, meaning sexual assault or sexual exploitation of a Child;
- Neglect, meaning negligent treatment, unjustified lack of treatment, or maltreatment of a Child by a person responsible for the Child's welfare under circumstances indicating harm or threatened harm to the Child's health or welfare;
- Willful harming, injuring or endangering a Child, meaning a situation in which any person inflicts, or willfully causes or permits a Child to suffer unjustifiable physical pain or mental suffering, or causes or permits a Child to be placed in a situation in which the Child or Child's health is endangered; or

- Unlawful corporal punishment or injury willfully inflicted on a Child resulting in a traumatic condition.

**Employee** is any individual who receives compensation through the University's payroll system or holds a UCLA academic appointment.

**Mandated Reporter** is any UCLA Employee or Official who is a Mandated Reporter under CANRA due to his or her licensure or profession, or otherwise by virtue of his or her University position or activities.

**Official** (referred to as an "administrator" in CANRA) is any individual other than an Employee (e.g., an independent contractor or a volunteer) who supervises University activities, functions or programs.

**Senior Administrator** is any Employee holding the title of Director or above, including, but not limited to the following: Chancellor, Vice Chancellors, Provosts, Vice Provosts, Deans, Associate or Assistant Vice Chancellors, Associate Deans, Assistant Deans, Department Chairs, Division Chiefs, Chief Executive Officers, Executive Directors and Directors.

**Student** is any individual who is enrolled in or registered with any UCLA academic degree program or otherwise registered in any course.

### III. POLICY STATEMENT

In coordination with the appropriate human resources office, department heads shall identify in writing Mandated Reporters within their area of responsibility and notify such Mandated Reporters of their responsibilities.

Any UCLA Mandated Reporter

- who by virtue of having a duty to report in his or her professional capacity, or
- who within the scope of his or her employment or other position at UCLA, observes, has actual knowledge of, or reasonably suspects that Child Abuse or Neglect has occurred on University premises or at an official activity or program conducted or overseen by the University

shall report the matter externally as required by CANRA and report internally as required by this Policy.

All other members of the UCLA community who observe, have actual knowledge of, or reasonably suspect Child Abuse or Neglect on University premises, at an official activity of or program conducted or overseen by the University, or perpetrated by University personnel are strongly encouraged to promptly report the matter as set out in this Policy.

#### **A. Identification of Mandated Reporters**

Each department head or designee shall identify job classifications and individual Employees and Officials who are Mandated Reporters. With respect to individual Employees and Officials that are Mandated Reporters, each department head or designee shall complete the "UCLA Mandated Reporter Identification Form" (Attachment A). Campus and Health System Human Resources and the Academic Personnel Office, in consultation with UCLA Office of Legal Affairs, shall assist department heads with this task.

Prior to and as a condition of employment, whether at time of initial hire or transfer to a new position, department heads shall require Mandated Reporters to complete the "UCLA Mandated Reporter Acknowledgement Statement" (Attachment B). An existing Mandated Reporter who has not previously signed that form must do so within thirty (30) days of identification.

Both the completed Identification Form and Acknowledgement Statement shall be submitted to the appropriate human resources representative and a copy retained in the employee's personnel or other appropriate department file.

Mandated Reporters at UCLA include the following categories:

- Individuals whose duties bring them into regular direct contact with a Child who is under 18 (but not including faculty or instructors whose only contact with a Child is teaching a class);
- Researchers whose projects include a Child in activities that are on University premises, or at an official activity or program conducted or overseen by the University;
- Law enforcement and public safety professionals, including University police officers and police department employees and fire marshals;
- Licensed healthcare professionals and residents/trainees/interns who are in training to become licensed healthcare professionals;
- Teachers, aides, counselors, and administrators at K-12 schools, including, the UCLA Lab School;
- Licensees (including without limitation contractors or others with responsibility for childcare) and administrators at preschools, community care, and child day care centers, including the Krieger Center, Fernald Center, University Village Center, Infant Development Program, UCLA Westwood Child Care Center, and University Parents Nursery School;
- Administrators and counselors at day camps, summer camps, etc. where children attend, reside, or otherwise participate, including, the Lake Arrowhead Conference Center & Bruin Woods Family Resort;
- Coaches, trainers, managerial and professional staff, and assistants in University-sponsored athletic or recreational activities in which a Child participates, including the Department of Intercollegiate Athletics and UCLA Recreation & Campus Life;
- Employees or Officials engaged in theater and film production in which a Child participates;
- Direct supervisors of Mandated Reporters; or
- Employees or Officials including faculty who accompany students, under 18, for educational or travel programs, including study abroad.

For a summary of Mandated Reporter categories, see Attachment C.

### **B. Child Abuse or Neglect Reporting Requirements**

Any UCLA Mandated Reporter

- who by virtue of having a duty to report in his or her professional capacity, or
- who within the scope of his or her employment or other position at UCLA, observes, has actual knowledge of, or reasonably suspects that Child Abuse or Neglect has occurred on University premises or at an official activity or program conducted or overseen by the University

shall report the matter externally as required by CANRA and report internally as required by this Policy.

When two or more Mandated Reporters jointly have a duty to report a matter, the Reporters may agree among themselves whereby one of them is selected to make the telephone report and a single written external report and (if required) internal report. The selected Mandated Reporter shall provide copies of the reports to the other Mandated Reporters.

## 1. External Report

A Mandated Reporter shall report Child Abuse or Neglect to designated agencies immediately via telephone and then file a written report with the same agency as soon as possible but within 36 hours, as provided in the following table.

Failure to make the required external report may subject the Mandated Reporter to criminal penalties under CANRA.

External Reports	Reporting Process
Designated Reporting Agencies	<p>Agencies designated under CANRA to receive such reports include local police (including UCLA Police Department) and sheriff's departments, county welfare departments, and Child Protective Services agencies (see <a href="http://www.cdss.ca.gov/cdssweb/PG20.htm">http://www.cdss.ca.gov/cdssweb/PG20.htm</a> for a current list of Child Protective Services hotlines across California).</p> <p>For Los Angeles County you may contact the Child Protection Hotline 24 hours a day, 7 days a week</p> <ul style="list-style-type: none"> <li>• Toll-free within California, (800) 540-4000</li> <li>• From outside California, (213) 639-4500</li> <li>• TDD [Hearing impaired], (800) 272-6699</li> </ul>
Reporting to UCLA Police Department	<p>For Child Abuse or Neglect incidents that occurred on campus or University owned property, the UCLA Police Department is a designated reporting agency and can be reached at (310) 825-1491.</p> <p><b>Note:</b> A telephone report and follow-up written report to UCLA Police Department will satisfy this external reporting requirement.</p>
Written Report	<p>Within 36 hours after the initial telephone report, a written report shall be submitted to the same agency.</p> <p>The report may be completed on the designated California Attorney General Form 8572, which can be downloaded at <a href="http://ag.ca.gov/childabuse/pdf/ss_8572.pdf">http://ag.ca.gov/childabuse/pdf/ss_8572.pdf</a></p> <p>The written report shall include:</p> <ul style="list-style-type: none"> <li>• Name, business address, and telephone number of the Mandated Reporter;</li> <li>• Capacity that makes the person a Mandated Reporter;</li> <li>• Information that gave rise to the reasonable suspicion of Child Abuse or Neglect and the source(s) of that information;</li> <li>• If known, information about the Child, including: the Child's name and address, present location, and, if applicable, school, grade, and class, and names, addresses, and telephone numbers of the Child's parents or guardians; and</li> <li>• If known, name, address, telephone number, and other relevant personal information about the individuals suspected of Child Abuse or Neglect.</li> </ul> <p>An external report must be made even if some of the above information is unknown or uncertain at the time of report.</p>

## 2. The University Internal Report

In addition to an external report, a UCLA Mandated Reporter shall make an internal report to the University subject to the exceptions in the table below.

Failure to make the required internal report may result in disciplinary action under University policies or, as applicable, collective bargaining agreements.

Internal Reports	Reporting Process
Designated Reporting Method	<p>The internal report shall be made promptly to one of the following:</p> <ul style="list-style-type: none"> <li>• University Compliance Hotline at 800-403-4744 or <a href="http://www.universityofcalifornia.edu/hotline">www.universityofcalifornia.edu/hotline</a> and may be made anonymously; or</li> <li>• Supervisor or Senior Administrator, who in turn shall report the matter immediately to the University Compliance Hotline.</li> </ul> <p><b>Note:</b> An external report to the UCLA Police Department does not satisfy this internal report requirement.</p>
Information to be Reported	<p>The internal report should include:</p> <ul style="list-style-type: none"> <li>• Information that gave rise to the reasonable suspicion of Child Abuse or Neglect and the source(s) of that information;</li> <li>• If known, information about the Child, including: the Child's name and address, present location, and, if applicable, school, grade, and class, and names, addresses, and telephone numbers of the Child's parents or guardians; and</li> <li>• If known, name, address, telephone number, and other relevant personal information about the individuals suspected of Child Abuse or Neglect.</li> </ul> <p>Internal reports to the University Compliance Hotline may be made anonymously, although they may include the name, business address and telephone number of the Mandated Reporter and capacity that makes the person a Mandated Reporter.</p> <p>You can satisfy the internal reporting duty by submitting a copy of your external report to your supervisor, Senior Administrator or the University Compliance Hotline.</p>
Exceptions to the University Internal Report	<p>This internal reporting duty does not apply to Mandated Reporters in the following healthcare-related circumstances:</p> <ul style="list-style-type: none"> <li>• Health care professionals at University owned or operated hospitals, clinics, or other health care facilities, including student health and psychological services facilities, and other psychology clinical services. However, such persons must comply with any internal reporting obligations required by their facilities' local policies or bylaws and possible additional reporting obligations required by the California Department of Public Health, The Joint Commission, and other agencies and organizations. See UCLA Hospital System Policy HS1303, Child Abuse – Management and Reporting of Suspected Cases.</li> <li>• Clinicians or staff in connection with the provision of mental health services through Faculty and Staff Assistance Programs; or</li> <li>• Victim advocates employed by or volunteering in campus resource or advocacy centers who observe or suspect Child Abuse or Neglect in connection with their confidential work as advocates.</li> </ul>

### 3. Other State Reporting Requirements

The California Penal Code requires that any individual who has witnessed the murder of, rape of, or lewd or lascivious act upon a Child under 14 years must notify local law enforcement. Failure to so notify may result in criminal penalties.

### 4. Recommended Reporting By Non-Mandated Reporters

All other members of the UCLA community, who observe, have actual knowledge of, or reasonably suspect Child Abuse or Neglect on University premises, at an official activity of or program conducted or overseen by the University, or perpetrated by University personnel are strongly encouraged to promptly report the matter as set out in this Policy.

## **IV. ROLES & RESPONSIBILITIES**

### **A. Campus / Health System Human Resources and the Academic Personnel Office**

Campus and Health System Human Resources and the Academic Personnel Office in consultation with the Office of Legal Affairs will assist department heads in identifying Mandated Reporters.

### **B. Insurance and Risk Management (IRM)**

In coordination with Campus and Health System Human Resources and the Academic Personnel Office, IRM will communicate the availability of training for Mandated Reporters and other members of the University community on CANRA reporting obligations.

### **C. Department Heads**

In consultation with Campus or Health System Human Resources or the Academic Personnel Office, department heads are responsible for:

1. Identifying Employees and Officials who are Mandated Reporters associated with the department, and completing the Mandated Reporter Identification Form;
2. Obtaining the Mandated Reporter Acknowledgement Statement from Employees who are Mandated Reporters associated with the department;
3. Providing UCLA Mandated Reporters with a hard copy or web link to UCLA Policy 136; and
4. Ensuring that UCLA Mandated Reporter's training is made available to the department's Mandated Reporters.

### **D. Administrative Policies and Compliance Office**

University Compliance Hotline reports shall, within twenty-four (24) hours, be forwarded in writing to:

1. UCLA Police department and/or any external law enforcement authority for further investigation and handling as appropriate; and
2. UCLA Office of Legal Affairs or UCLA Medical Center Office of Legal Affairs.

## **V. PROTECTIONS FOR REPORTERS**

The University will defend and indemnify University Employees in any civil action arising from a good faith report of Child Abuse or Neglect required or encouraged under this Policy. CANRA provides immunity from liability and other protections to all Mandated Reporters of Child Abuse or Neglect. For other reporters, CANRA provides immunity unless it is determined that a false report was made and the individual knew the report was false or made with reckless disregard of the truth. No one may impede or inhibit a Mandated Reporter's compliance with this policy, or impose any sanction on any person making a good-faith report under CANRA or this Policy. The University's Whistleblower Protection Policy, including provisions regarding retaliation, applies in this context.

## **VI. REFERENCES**

1. Child Abuse and Neglect Reporting Act, California Penal Code "CANRA" §11164-11174.3
2. UC Reporting Child Abuse and Neglect Policy
3. UC Whistleblower Policy
4. UC Whistleblower Protection Policy
5. UC Whistleblower Hotline: 800-403-4744 or [www.universityofcalifornia.edu/hotline](http://www.universityofcalifornia.edu/hotline)
6. UCLA Hospital System Policy HS1303, Child Abuse – Management and Reporting of Suspected Cases

**VII. ATTACHMENTS**

**A. Mandated Reporter Identification Form**

**B. Mandated Reporter Acknowledgement Statement**

**C. Mandated Reporter Categories**

**D. CANRA – Selected Provisions**

**E. Frequently Asked Questions**

Issuing Officer

/s/ Scott L. Waugh

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Executive Vice Chancellor and Provost

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Questions concerning this Policy or procedure should be referred to  
the Responsible Department listed at the top of this document.

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**UCLA Mandated Reporter Identification Form**

Departments must submit this completed form to the appropriate human resources representative on behalf of any UCLA employee or official who is a “Mandated Reporter” (see UCLA Policy 136) and retain a copy in the employee’s personnel or other appropriate department file.

An individual identified as a Mandated Reporter shall be given a hardcopy of or web link to UCLA Policy 136, and must sign and return the UCLA Mandated Reporter Acknowledgement Statement (See UCLA Policy 136, Attachment B) to the department, which will forward the signed acknowledgement to the appropriate human resources representative.

Mandated Reporter’s Name \_\_\_\_\_ ID# \_\_\_\_\_

- UCLA Employee (includes paid student employees)
- UCLA Official ((referred to as an “administrator” in CANRA) is any individual, other than an Employee (e.g., an independent contractor or a volunteer) who supervises University activities, functions or programs).

Job Title \_\_\_\_\_ Supervising Department \_\_\_\_\_

The individual is a Mandated Reporter because she or he (check all that apply):

- has duties that bring them into regular direct contact with a child, who is under 18 (but not including faculty or instructors, whose only contact with a child is teaching a class)
- is a researcher whose projects include a child in activities that are on University premises, or at an official activity, or program conducted or overseen by the University
- is a law enforcement or public safety professional, including University police officers and police department employees and fire marshals
- is a licensed healthcare professional or resident/trainee/intern who is in training to become a licensed healthcare professional
- is a teacher, aide, counselor, or administrator at K-12 schools, including the UCLA Lab School
- is a licensee (including contractor or other with responsibility for childcare) or administrator at a preschool, community care, or child day care center, including the Krieger Center, Fernald Center, University Village Center, Infant Development Program, UCLA Westwood Child Care Center, and University Parents Nursery School
- is an administrator or counselor at a day camp, summer camp, etc. where Children attend, reside, or otherwise participate, including the Lake Arrowhead Conference Center & Bruin Woods Family Resort
- is a coach, trainer, managerial or professional staff, or assistant in University-sponsored athletic or recreational activities in which a Child participates, including the Department of Intercollegiate Athletics or UCLA Recreation & Campus Life
- is an Employee or Official engaged in theater and film production in which a Child participates
- directly supervises mandated reporters
- is an Employee or Official, including faculty, who accompany students, under 18, for educational or travel programs, including study abroad
- other reason (explain):  
\_\_\_\_\_

Department head or designee completing this form:

\_\_\_\_\_  
Name of Department head or designee Job Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Department Head or Designee Date

## UCLA Mandated Reporter Acknowledgement Statement

You have been given this form to sign because you have been identified as a “Mandated Reporter” of Child Abuse or Neglect under California law or UCLA Policy 136 (which contains a summary of mandated reporter categories in its Attachment C). Submit the signed form to your department; your department will forward it to your human resources representative, who will keep the copy in your personnel or other appropriate department file. You should keep a copy of this form for your records.

### **WHEN IS REPORTING CHILD ABUSE REQUIRED?**

Any UCLA Mandated Reporter

- who by virtue of having a duty to report in his or her professional capacity; or
- who within the scope of his or her employment or other position at UCLA, observes, has actual knowledge of, or reasonably suspects that Child Abuse or Neglect has occurred on University premises or at an official activity or program conducted or overseen by the University

shall report the matter externally as required by CANRA and report internally as required by this Policy. The Mandated Reporter must contact a designated agency immediately by telephone, and must send a written report as soon as possible but within 36 hours.

### **WHAT ABUSE MUST BE REPORTED?**

- *Physical injury* inflicted by other than accidental means, but does not include “mutual affray” (e.g. fist fights) between minors.
- *Sexual abuse* meaning sexual assault or sexual exploitation of a child.
- *Neglect* meaning the negligent treatment, unjustified lack of treatment, or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare.
- *Willful harming or injuring or endangering a child* meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child’s health is endangered.
- *Unlawful corporal punishment or injury* willfully inflicted on a child and resulting in a traumatic condition.

### **HOW SHOULD CHILD ABUSE BE REPORTED?**

1. External Reports. Per California law, mandated reports of suspected child abuse or neglect must be made externally to any police department or sheriff’s department, county probation department (if designated by the county to receive mandated reports), or county welfare department. UCLA Police Department accepts such reports. For more information, see UCLA Policy 136, Section III.B.1.
2. Internal Reports. Per University Policy, anyone who is required to make an external report must additionally make an internal report other than certain health care professionals. For more information, including exceptions, see UCLA Policy 136, Section III.B.2.

### **IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF CHILD ABUSE REPORTS**

Mandated Reporters have immunity from criminal and civil liability for reporting as required or authorized by law. Reports are confidential and may be disclosed only to specified persons and agencies; the identity of a Mandated Reporter is confidential and disclosed only among agencies receiving or investigating reports and other designated agencies. Any violation of the confidentiality required by CANRA is a misdemeanor punishable by imprisonment, fine, or both.

### **PENALTY FOR FAILURE TO REPORT CHILD ABUSE**

A Mandated Reporter found guilty of failing to make a report required under CANRA is punishable by up to six months in jail, a fine of \$1000, or both. A Mandated Reporter who fails to report child abuse or neglect, as required by UCLA Policy 136, may also be subject to disciplinary action under University policies or, as applicable, collective bargaining agreements.

### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

I acknowledge my responsibility to report known or suspected child abuse or neglect in compliance with CANRA and University Policy. My employer has provided me with a hardcopy of or web link to UCLA Policy 136, Reporting Child Abuse and Neglect and web link to CANRA sections 11165.7, 11166 and 11167.

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Signature

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Printed Name

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Date

**Mandated Reporter Categories in CANRA**

Type of Entity or Profession	Affected Individuals
postsecondary institutions (as of January 1, 2013)	<ul style="list-style-type: none"> <li>- an employee or administrator whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution's premises or at an official activity of, or program conducted by, the institution</li> <li>- an athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary institutions</li> </ul>
public or private schools	teachers, instructional aides, teacher's aides, teacher's assistants, classified employees, administrative officers and supervisors of child welfare attendance, and certified pupil personnel employees, administrators or presenters of or counselors in child abuse prevention programs
community care or child day care facilities	licensees, administrators, and employees
day camps	administrators
private youth centers, youth recreation programs, youth organizations	administrators or employees
health care professionals	all licensed health professionals and certain trainees and interns, including: physicians, psychiatrists, psychologists, dentists (and residents and interns), pharmacists, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, marriage and family therapists (and trainees and interns), clinical social workers, professional clinical counselors (and trainees and interns); certified EMTs, paramedics, and other emergency technicians; registered psychological assistants; alcohol and drug counselors; coroners, medical examiners, and others who perform autopsies
law enforcement and public safety professionals	employees of any police department, county sheriff's department, county probation department, or county welfare department; peace officers; firefighters; district attorney investigators, inspectors, local child support agency caseworkers (unless the investigator, inspector or caseworker is working with certain attorneys to represent the children); social workers; probation officers, parole officers; employees of school district police or security departments; animal control and human society officers
clergy	priests, ministers, rabbis, religious practitioners, or similar functionaries of any church, temple, or recognized denomination or organization; and their respective records custodians
any public or private organization	administrators or employees whose duties require direct contact and supervision of children
child care institutions	employees (including, but not limited to, foster parents, group home personnel, personnel of residential care facilities)
State Department of Education County Offices of Education	employees whose duties bring them into contact with children on a regular basis
State Department of Social Services (and county contractors)	licensing workers and licensing evaluators
Head Start Program	teachers
commercial photography and filmmaking	commercial film and photographic print processors (including anyone who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation, as well as their employees), excluding public agencies
miscellaneous	public assistance workers; state and county public health employees who treat minors for VD or other conditions; compensated child visitation monitors; employees or volunteers of Court Appointed Special Advocate program; certain custodial officers; supportive services providers delivering services to children under the Welfare & Institutions Code

**California Child Abuse & Neglect Reporting Act- Selected Sections**

A copy of CANRA sections 11165.7, 11166, and 11167 will be provided to the employee.

The complete text of CANRA may be found online at

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>

### Frequently Asked Questions

#### **1. Which University personnel are likely to be Mandated Reporters under the Child Abuse and Neglect Reporting Act (“CANRA” or “the Act”)?**

A complete list of Mandated Reporters with detailed definitions is in Cal. Penal Code § 11165.7. For a summary, see UCLA Policy 136 Attachment C: Mandated Reporter Categories. For additional guidance, contact the appropriate Human Resources representative, who may consult with the Office of Legal Affairs.

#### **2. Are faculty members Mandated Reporters?**

Although faculty members are not typically “teachers” under CANRA (even when students under the age of 18 enroll in their classes), some may be Mandated Reporters under other provisions of the Act:

- a. Physicians, nurses, and other health professionals.
- b. Faculty members and other academic personnel who have responsibility for instruction at the preschool, elementary, or high school level, e.g., those who teach high school seminars or who serve as mentors in on-campus high school internship programs.
- c. Individuals whose University duties require direct contact *and* supervision of children, e.g., faculty members who hire children under age 18 to assist with scholarship, research, or other academic activities as volunteers or interns.
- d. Employees (including faculty members, GSRs, TAs and other academic personnel) and officials whose duties bring them into contact with children on a regular basis, or who supervise others with such duties. The law does not define “duties” or “regular basis”. Questions about whether a particular individual is a Mandated Reporter should be directed to the appropriate Human Resources representative

#### **3. I’m not a Mandated Reporter under CANRA, but I saw an adult who seemed to be touching a child inappropriately. What should I do?**

- a. Separate from CANRA, the California Penal Code requires *any person* who reasonably believes he or she has observed murder, rape, or certain lewd or lascivious acts where the victim is a child under the age of 14 years to notify a peace officer (such as a campus or community police officer or a county sheriff). This reporting mandate applies whether or not the witness is a mandated reporter and regardless of his or her affiliation with the University.
- b. All members of the UCLA community who are not Mandated Reporters but who observe, have actual knowledge of, or reasonably suspect Child Abuse or Neglect on University premises, at an official activity of or program conducted or overseen by the University, or perpetrated by University personnel are strongly encouraged to promptly report the matter as set out in this Policy.

#### **4. Is a graduate student researcher (GSR) or teaching assistant (TA) Mandated Reporters?**

Although GSRs or TAs are not typically “teachers” under CANRA (even when students under the age of 18 enroll in their classes), some may be Mandated Reporters under other provisions of the Act:

- a. Physicians, nurses, and other health professionals.
- b. Faculty members and other academic personnel who have responsibility for instruction at the preschool, elementary, or high school level, e.g., those who teach high school seminars or who serve as mentors in on-campus high school internship programs.
- c. Individuals whose University duties require direct contact and supervision of children are Mandated Reporters. This group may include persons like faculty who hire children under age 18 to assist with scholarship, research, or other academic activities as volunteers or interns.
- d. Employees (including faculty members, GSRs, TAs, and other academic personnel) and officials whose duties bring them into contact with children on a regular basis, or who supervise others with such duties, are mandated reporters for child abuse or neglect occurring on the University’s premises or at an official activity of, or program conducted or overseen by the University.

The law does not define the definition of “duties” or “regular basis.” Questions about whether a particular individual is a Mandated Reporter should be directed to the appropriate Human Resources representative.

**5. May members of the University community who are not Mandated Reporters make reports about suspected child abuse or neglect directly to law enforcement officials?**

Yes, and they are encouraged to do so. Anyone may make a report to the appropriate state agency, or to any law enforcement agency, including UCLA Police Department.

Separate from CANRA, the California Penal Code requires any person who reasonably believes he or she has observed murder, rape, or certain lewd or lascivious acts where the victim is a child under the age of 14 years to notify a peace officer (such as a campus or community police officer or a county sheriff) of the potential crime. This reporting mandate applies whether or not the witness is a mandated reporter and regardless of his or her affiliation with the University.

**6. What is a “reasonable suspicion”?**

CANRA defines “Reasonable suspicion” to mean that it is objectively reasonable for a person, based upon the facts and drawing on his or her training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred, nor a specific medical indication of abuse or neglect.

**7. What type of conduct is reportable?**

Child abuse or neglect, include:

- *Physical injury* inflicted by other than accidental means other than a mutual affray between minors (fist fights). [CANRA § 11165.6]
- *Sexual abuse*, meaning sexual assault or sexual exploitation of a child. [CANRA § 11165.1]
- *Neglect*, meaning the negligent treatment, unjustified lack of treatment, or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. [CANRA § 11165.3]
- *Willful harming or injuring or endangering a child*, meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child’s health is endangered. [CANRA § 11165.3]
- *Unlawful corporal punishment or injury* willfully inflicted on a child and resulting in a traumatic condition. [CANRA § 11165.4]

The pregnancy of a minor does not in and of itself constitute a basis for reasonable suspicion of sexual abuse.

The following may also be reported: Serious emotional damage or substantial risk of serious emotional damage, evidenced by states of being or behavior including but not limited to severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

For detailed definitions of reportable conduct, please see the definitions in [Cal. Penal Code §11165.1-11165.6](#). Additional helpful information is available through the [Los Angeles County Department of Public Health website](#).

**Note:** The duty to report child abuse or neglect supersedes a licensed health professional’s duty to maintain the confidentiality of communications with his or her patients (*e.g.*, the physician-patient or psychotherapist- patient privilege).

**8. What information must a Mandated Reporter report?**

A. The **external** report, pursuant to CANRA shall include:

- name, business address, and telephone number of the mandated reporter,
- status that makes the person a mandated reporter, and

- the information supporting the reasonable suspicion of child abuse or neglect and the source(s) of that information.

The following, if known, shall also be included:

- child's name, address, present location
- if applicable school, grade, and class;
- names, addresses, and phone numbers of the child's parents or guardians, and
- other relevant personal information about the person (s) who may have abused or neglected the child.

**B.** The **internal** report, pursuant to University policy shall include:

- Information that gave rise to the reasonable suspicion of Child Abuse or Neglect and the source(s) of that information;

The following, if known, should also be included:

- information about the Child, including: the Child's name and address, present location, and, if applicable, school, grade, and class;
- names, addresses, and telephone numbers of the Child's parents or guardians; and
- name, address, telephone number, and other relevant personal information about the individuals suspected of Child Abuse or Neglect.

Internal reports to the University Compliance Hotline may be made anonymously, although they may include the name, business address and telephone number of the Mandated Reporter and capacity that makes the person a Mandated Reporter.

You can satisfy the internal report by submitting a copy of your external report to your supervisor, senior administrator or the University Compliance Hotline.

A report must be made even if some of the above information is unknown or uncertain at the time of the report.

For reporting procedures and exceptions, see UCLA Policy 136, Section III. B.

## **9. When must an external report be made?**

A Mandated Reporter must make an initial external report immediately by telephone; and must submit as soon as possible but within 36 hours. For more information, see UCLA Policy 136, Section III. B.1.

## **10. Does the Act require background checks?**

No, CANRA does not require background checks; however, such checks are required by other policies. For a list of University positions subject to background check requirements, see [System wide Guidelines on Designating Critical Positions \(PPSM 21\)](#).

The University's sexual misconduct and molestation insurance may not provide coverage if the individual involved was not appropriately fingerprinted and/or did not undergo the appropriate background checks.

## **11. What if I am working for the University in another state or outside the United States?**

CANRA is a California law. Child abuse or neglect identification and reporting laws vary by state, although they tend to impose similar requirements. Information about state laws on child abuse and neglect can be found at [http://www.childwelfare.gov/systemwide/laws\\_policies/state/can/](http://www.childwelfare.gov/systemwide/laws_policies/state/can/). Employees who would like information on child abuse and neglect reporting laws of another state or those that pertain to their international activities should contact their local Office of Legal Affairs to obtain advice.

**12. Do I have to report suspected child abuse or neglect to my supervisor or the UC hotline?**

If you have a duty to make an external report you also must report the matter to your supervisor or the University compliance hotline (which accepts anonymous reports), unless you are within the following exception.

Healthcare professionals at University owned or operated hospitals, clinics, or other health care facilities, including student health and psychological services facilities, or other psychology clinical services are exempt from this internal reporting obligation, but must comply with any reporting obligations required by their facilities' local policies. See UCLA Policy 136.Section 3.B.2

**13. We rent our facilities to individuals and organizations that operate programs for children such as during conferences and retreats, and day camps. Does the policy apply in those situations?**

CANRA applies to any Mandated Reporter and to any employer (such as an independent camp that rents University facilities) of Mandated Reporters. The University policy applies to University personnel who provide services to those camps. For example, a University employee who provides food services at a camp and who regularly comes into contact with campers who are children is a Mandated Reporter under this Policy, as is his or her immediate supervisor. A volunteer who runs a retreat program for children on behalf of the University is also a Mandated Reporter (an "Official" under the Policy).

University administrators who are responsible for managing facility rentals for camps or other programs that may bring children onto campus facilities should comply with any campus contracting standards requiring such renters to conduct background checks, comply with CANRA, and promptly report any observed or suspected abuse to appropriate authorities.

**14. What happens if a mandated reporter refuses to sign an acknowledgement form?**

Signing the acknowledgement form is a condition of employment, or continued employment, and failure to sign the form may result in revocation of an offer of employment or disciplinary action up to and including dismissal.

**15. What happens if I don't make a mandatory report?**

Violation of CANRA may result in criminal penalties including fines, imprisonment, or both. Violation of the University Policy may result in disciplinary action consistent with applicable University personnel policies and collective bargaining agreements.

**16. Where can I find additional information and resources?**

- Child Abuse [Page](#) and [Forms](#) and [Background Check Information](#)
- [Bureau of Medi-Cal Fraud & Elder Abuse](#)
- Mandated Reporter Training: [Child Abuse Mandated Reporter Training Project](#)
- [CDC Guide](#) to Preventing Child Abuse Within Youth-Serving Organizations
- [California Attorney General Citizen's Guide](#) to Preventing Elder Abuse Child Abuse Prevention and Treatment Act [Information](#)
- [Clery Act](#)