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**MANDATED REPORTER - CHILD ABUSE AND NEGLECT REPORTING POLICY**

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The Collaborative Charter Services Organization (“CSO”) is dedicated to providing a safe space for students and to promoting student safety in and out of the Collaborative community. The CSO will apply and enforce the legal requirements in California for child abuse and neglect reporting. As a services organization, CSO employees will abide by mandated reporter requirements for the purposes of reporting and training.

A CSO employee who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

The CSO will provide annual training on the mandated reporting requirements to all employees. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine.

All employees must complete the mandated reporter training within the first six (6) weeks of each school year. Newly hired employees must complete the mandated training within the first six (6) weeks of that employee’s employment.