

WHITMAN COLLEGE

Mandatory Reporting of Child Abuse and Neglect Policy

Effective Date:	May 15, 2023
Last Updated:	October 30, 2023
Responsible Cabinet Officer:	Vice President for Finance and Administration
Policy Owners:	Assistant Vice President for Human Resources
Policy Contact:	Human Resources
Total Pages:	6

Policy Contents

Policy Statement

This policy describes who mandatory reporters are, the conditions under which mandatory reporters are required to report child abuse and neglect, how to make a report (both off and on campus), and required training for mandatory reporters.

Reason for Policy

This policy is mandated under RCW 26.44 and RCW 28B.10.846.

Who Should Read This Policy

All Cabinet officers, faculty and staff, and student employees who work with minors should read this policy.

Policy Text

MANDATED REPORTERS

Per RCW 26.44 and RCW 26B.10.846, all employees of institutions of higher education (including student employees) who have reasonable cause to believe a child has suffered abuse or neglect must report such abuse or neglect. Whitman College designates all employees, including student employees, as designated reporters.

MANDATORY REPORTER RESPONSIBILITIES

All employees must report suspected child abuse or neglect at the first opportunity, but no later than 48 hours after receiving reasonable cause to believe the child has suffered abuse or neglect. The report should be made to the appropriate law enforcement department or Child Protective Services.

All employees must also report suspected child abuse or neglect to Telara McCullough, Assistant Vice President of Human Resources, at 509-527-5941, under the following circumstances:

- the suspected abuser is a member of the college community (i.e., an employee, contractor, volunteer, student, etc.);
- the suspected child abuse or neglect occurred on campus property or in campus facilities; or
- the suspected child abuse or neglect occurred in relation to college programming.

When the suspected child abuse or neglect is unaffiliated with members of the college community or does not occur on campus property or during college programming, employees do not need to make a report to the college. Instead, employees must make a report to the appropriate law enforcement department or Child Protective Services.

The reporting requirement does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child has become an adult. However, if there is reasonable cause to believe other children are or may be at risk of abuse or neglect by the abuser, then the reporting requirement does apply.

Per RCW 26.44.015, the reporting requirement does not prohibit the reasonable use of corporal punishment as a means of discipline. As described in RCW 9A.16.100, the physical discipline of a child is not unlawful when it is reasonable and moderate and is inflicted by a parent, teacher, or guardian for purposes of restraining or correcting the child.

TRAINING

Institutions of higher education must ensure that employees have knowledge of their reporting responsibilities through whatever means are most likely to succeed in providing this information. As

such, this policy will be distributed to all employees, and training will be made available to all employees. Employees who regularly work with children and others designated by the College will be required to complete the training within 60 days of adoption of this policy. These employees include:

- Cabinet officers
- Faculty who work with children
- Employees in the Office of Admissions and Financial Aid
- Employees in the Division of Student Affairs
- Employees in the Division of Inclusive Excellence
- Employees in the Career and Community Engagement Center
- Employees in the Office of Conferences, Events, and Scheduling
- Employees affiliated Sports Studies, Recreation, or Athletics
- Employees affiliated with Summer Dance Lab
- Employees in the Office of Human Resources

New staff in these categories will be provided training within thirty (30) days of hire. Posters in English and Spanish will be displayed online, as well as in the Office of Human Resources, that provide reporting obligations.

The Provost and Dean of Faculty will be responsible for identifying faculty who should be required to complete the training.

Departments or offices that hire students who will interact with children – such as Admissions, Athletics, Conferences, Events & Scheduling, and the Career and Community Engagement Center – must notify the Office of Human Resources, who will assign them the required training; these departments will be responsible for ensuring their student employees complete the required training before they can engage with children.

REPORTING ORGANIZATIONS

[Walla Walla Police Department](#)

54 East Moore Street
Walla Walla, Washington 99362
(509) 527-4434

[Child Protective Services](#)

(855) 420-5888

Procedures

HOW TO REPORT

An immediate oral report must be made by phone to law enforcement, and upon request, must be followed by a report in writing. Reports must contain the following information, if known:

- The name, address and age of the child;
- The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
- The nature and extent of the alleged injury or injuries;
- The nature and extent of the alleged neglect;
- The nature and extent of the alleged sexual abuse;
- Any evidence of previous injuries, including their nature; and
- Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

Related Information

Type	Name
RCW - Abuse of Children	RCW 26.44
RCW - Report of Child Abuse or Neglect	RCW 26B.10.846

Definitions

Term	Definition
Mandated reporters	All employees of institutions of higher education (including student employees) who have reasonable cause to believe a child has suffered abuse or neglect must report such abuse or neglect. Whitman College designates all employees, including student employees, as designated reporters.
Child or children	Any person under the age of 18 years of age.
Reasonable cause	A person witnesses or receives credible written or oral report alleging abuse, including sexual contact, or neglect of a child.
Abuse or neglect	Sexual abuse, sexual exploitation, or injury of a child by a person under circumstances which cause harm to the child's health, welfare, or safety, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.
Unreasonable actions	Unreasonable actions for correcting or restraining a child include: <ul style="list-style-type: none"> ● Throwing, kicking, burning, or cutting a child; ● Striking a child with a closed fist; ● Shaking a child under age three; ● Interfering with a child's breathing; ● Threatening a child with a deadly weapon; or ● Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks.

Additional Contacts

Subject	Name	Phone	Email
Questions about policy or required training	Assistant Vice President for Human Resources	50-527-5941	mcculltl@whitman.edu

Forms

Form	Use	Location
N/A		

Responsibilities

- The **Provost and Dean of Faculty** will be responsible for identifying faculty who should be required to complete the training.
- **Departments or offices that hire students who will interact with children** must notify the Office of Human Resources, who will assign them the required training. These departments will be responsible for ensuring their student employees complete the required training before they can engage with children.

Frequently Asked Questions

- N/A

Who Vetted and Approved this Policy?

Policy was developed by personnel in the Office of Human Resources at the request of the Vice President for Finance and Administration in early spring 2024. The President's Cabinet reviewed and approved the policy in late spring 2024.

Revision History

- May 15, 2023 – Policy drafted by personnel in the Office of Human Resources.
- October 30, 2023 – Clarifying made by personnel in the Office of Human Resources and the Vice President for Finance and Administration. Policy moved into new policy template.

Appendices

- N/A