

Chicago Public School Personnel Mandated Reporter Responsibilities

What are the responsibilities of Chicago Public School personnel when a Division of Child Protection Investigator comes to the school to follow up on a Hotline call?

1. Ask to see the investigator's identification. Make a photocopy of the identification card for the student's temporary school records. If the investigator declines to allow his/her identification to be photocopied, document the information on the identification card.
2. If you are the mandated reporter who made the Hotline call, cooperate fully with the investigator by answering any questions he or she asks. If you have taken photographs of the child's injuries, make sure the investigator receives copies.
3. If the investigator asks to interview the child who is the subject of the report, ask the investigator to complete the CPS Student Interview Request Form.
4. Place the completed form and proof of the investigator's identity in the student's temporary school records.
5. Provide a place where the investigator can interview the student in private. The principal's office is not a good place for an interview. Many children fear the principal's office because that is where they are sent for reprimands and discipline. In addition, many children believe they are being abused because they are bad. Conducting interviews in the principal's office may exacerbate the child's misperception that he or she is at fault for the abuse. Children may also be less willing to disclose what is happening due to their fear of the setting.
6. School officials may request to be present to support the child, but they have no right to attend the child's interview. Whether any school official attends the interview is left to the discretion of the investigator.
7. School officials should not notify the parent or guardian, who is the alleged perpetrator of the abuse or neglect, of the interview. The investigator will handle notification.
8. If the DCP investigator asks to interview any child who is not the subject of the report, follow the steps in the Procedures for Interviewing CPS Students. To view, download or print the Chicago Public Schools Procedures for Interviewing CPS Students, link to <http://policy.cps.k12.il.us/documents/705.6.pdf>.