

**STANDARD OPERATING PROCEDURE
REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT**

PURPOSE: To establish procedures and controls for the proper reporting of suspected/alleged child abuse.

REFERENCES:

DODEA REGULATION 2050.9, Alleged Child Abuse Report, January 27, 1998
DODEA REG 2050.9 (Encl. 2)
DS Form 2050.9.1

PROCEDURES:

1. Reporting of alleged child abuse within or outside DoDDS Schools will be done within 24 hours of any occurrence or any alleged incident of child abuse IAW the above references.
2. All alleged incidents of child abuse will be reported using DS Form 2050.9.1 (Encl. 2) within 24 hours.
3. The Alleged Child Abuse Report must be sent to the following via email.

Chief of Staff (By Name) @ DSO
Superintendent (By Name) @ DSO
Director (By Name) @ Director's Office-DoDDS-E
Chief of Staff (By Name) @ Director's Office-DoDDS-E
Director (By Name) @ DoDEA
Chief of Staff (By Name) @ DoDEA

4. Follow-ups must be done as appropriate.

CONTROLS:

1. Receipt of the Report by the DSO Chief of Staff and all other appropriate officials.
2. Receipt of any follow-ups to the incident.

A handwritten signature in black ink that reads "Linda L. Curtis". The signature is written in a cursive style with a prominent initial "L".

Linda L. Curtis
Superintendent, Isles District