

Big Sandy Area C.A.P., Inc. - HEAD START  
Program Policies and Procedures

SUBJECT:

## **Child Abuse and Neglect**

POLICY:

Affirmative steps are taken to protect child abuse and neglect.

- *This policy relates to [Head Start Performance Standards Part 1303.31](#)*

PROCEDURE:

1. Head Start personnel certify that they have not been convicted of child abuse and neglect prior to employment.
2. Head Start personnel receive instructions on Kentucky laws governing their responsibilities for reporting child abuse and neglect.
3. Head Start personnel reports child abuse and neglect in compliance with state and local laws. (see Reporting Suspected or Known Child Abuse/Neglect policy)
4. Head Start maintains confidentiality of records concerning child abuse and neglect in accordance with state and local laws and Head Start Performance Standards.
5. Head Start works with protective service agencies in the area that deal with abused and neglected children. Head Start is not a primary treatment program and does not provide treatment on it's own.
6. Head Start tries to retain abused and/or neglected children and/or enroll allegedly abused and neglected children referred by child protective service agencies.
7. The Head Start Director appoints a staff member to coordinate child abuse and neglected activities.
8. Head Start provides an annual orientation program for staff regarding identification and reporting child abuse and neglect.

*Approved by the Policy Council July, 2010*