



# CRISIS RESPONSE PROTOCOLS

## **If a student reports that he/she is being abused, or someone is suspicious of abuse:**

- Teacher/counselor/other staff member should report this to the principal immediately.
- If the student needs medical attention, he/she should be referred to the nurse and/or emergency medical responders immediately.
- If the student has a visible injury, police should be contacted.
- If the student says he/she are afraid to go home, police may be contacted.
- Whomever has first-hand knowledge of the abuse or whomever has the suspicion **MUST** be the person who contacts DHS. The DHS call should be made as soon as possible, and definitely the **SAME DAY** as the suspicion or concern.
  - Counselors may sit in with the other person while the report to DHS is made.
  - The Child Abuse Reporting Form should be completed. The report should **NEVER** go into the cumulative folder, but a private file in the counselor's office. A copy should also be sent to the district office to be kept in a private file.
- If a DHS official and/or the police come to the school to interview the child, a school official **MAY** sit in the interview with the student's permission. However, anyone who sits in while a student reports abuse to police or DHS may be called to testify in court.
- If DHS and/or police come to the school to interview a child or investigate abuse, the Child Abuse Investigation Form should be completed. The report should **NEVER** go into the cumulative folder, but a private file in the counselor's office. A copy should also be sent to the district office to be kept in a private file.
- Per your district protocols, a district-level administrator should be notified as soon as possible.

## **If a student reports that he/she has been sexually assaulted or involved in teen dating violence:**

- Teacher/counselor/other staff member should report this to the principal, counselor and Title IX Coordinator immediately.
- If the student needs medical attention, he/she should be referred to the nurse and/or emergency medical responders immediately.
- Parents should be contacted as soon as possible.
  - You can give the student the option of letting him/her tell their parents in front of you or you telling their parents in front of him/her.
- Police **MUST** be contacted immediately by the counselor/principal/other administrator. This **MUST** happen the **SAME DAY** as being notified of an assault. This cannot wait until the next day, even if it is the weekend.

- The Child Abuse Investigation Form should be completed. The report should NEVER go into the cumulative folder, but a private file in the counselor's office. A copy should also be sent to the district office to be kept in a private file.
- A rape crisis center or other sexual assault response agency may be contacted with parent permission. A student and his/her family may be referred to a rape crisis center or sexual assault response agency.
- Per your district protocols, a district-level administrator should be notified as soon as possible.

**If a student reports that he/she is suicidal or self-injuring:**

- Teacher/counselor/other staff member should report this to the principal and counselor immediately.
- If the student needs medical attention, he/she should be referred to the nurse and/or emergency medical responders immediately.
- If the student is in immediate danger or possesses a weapon, 911 should be called.
- A counselor or other school official should ask the student if he/she are self-injuring and/or suicidal.
  - It is very important that you ask the question: "Are you thinking about killing yourself?"
  - If he/she is suicidal, ask him/her if he/she has a plan.
- NEVER leave a student who is suicidal alone.
- Parents should be contacted as soon as possible.
- If parents cannot be reached or if parents refuse to take the student to receive a mental health evaluation, police should be contacted.
  - Police will take the student into protective custody if they find that their safety is a concern.
- The Emergency Notification Form with a Third-Party Affidavit should be completed. The report should NEVER go into the cumulative folder, but a private file in the counselor's office. A copy should also be sent to the district office to be kept in a private file.
- If a school official is concerned about the safety of a student during non-school hours, he/she should contact the family of the child and/or the police immediately. This cannot wait until the next day.
- Per your district protocols, a district-level administrator should be notified as soon as possible.

**If a student reports that someone he/she knows is suicidal or self injuring:**

- Teacher/counselor/other staff member should report this to the principal and counselor immediately. This cannot wait until the next day, or even the next hour.
- The student who is in danger should be found and supervised immediately.
- Per your district protocols, a district-level administrator should be notified as soon as possible.