



CRISIS RESPONSE PROTOCOLS

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

- You must promptly report this to the Oklahoma Department of Human Services (DHS). Oklahoma law expressly requires that every person having reason to believe that a child is a victim of abuse or neglect shall promptly report the matter to DHS.
 - This does not equate to solely reporting this to the principal or someone else in the chain of command at the school.
 - 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.
- 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, or you have reason to believe that an injury is imminent, police should be contacted.
- If the student says he/she are afraid to go home, police may be contacted.
- Per your district protocols, a district-level administrator should be notified as soon as possible.
- "Abuse" is defined by law as "harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child's health, safety, or welfare, including but not limited to nonaccidental physical or mental injury, sexual abuse, or sexual exploitation. See 10A O.S. §1-1-105.

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

- Similarly, you must promptly report this to DHS and follow the requirements above.
- Teacher/counselor/other staff member should also 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.