



## Policy 4.119 Child Abuse Reporting

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Human Resources

**Effective Date:** May 03, 2013

**Last Revision:** June 26, 2013

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### Overview

Connecting the campus with the community is a defining feature of Emory's character. Emory University is committed to maintaining a supportive and safe educational environment and to enhancing the well-being of all members of its community. Within this commitment, Emory places importance on creating a secure environment for children. To that end, Emory has adopted the following child-protection policy and procedures.

In order to ensure the safety and well-being of children, this policy must be reviewed and followed by:

- Emory faculty and staff, including student employees, within their Capacity of Employment or Duties;
- Emory volunteers, including students, whose Capacity of Employment or Duties involve interaction with children; and
- Third-Parties within their Capacity of Employment or Duties involving Emory.

The purpose of this policy is to provide guidance to Emory University faculty, staff, volunteers, students and Third-Parties in the fulfillment of their legal responsibilities in reporting suspected Child Abuse.

### Applicability

Unless there is an exception under Georgia law, Emory University requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected Child Abuse of which they are made aware in their Capacity of Employment or Duties. Failure to do so may be a criminal offense under Georgia law. See O.C.G.A. § 19-7-5.

The safety and welfare of a child is paramount. Thus, any uncertainty about whether reporting is required should always be resolved in favor of making a report.

### Policy Details

#### Definitions

- "Capacity of Employment or Duties" means:
  - A faculty or staff member, volunteer or Third-Party who is acting within his/her employment or duties, on or off campus.
- "Child" means any person under eighteen years of age.
- "Child Abuse" means:
  - Physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means; provided,

however, that physical forms of discipline may be used as long as there is no physical injury to the child;

- Neglect or exploitation of a child by a parent or caretaker thereof;
- Sexual abuse of a child; or
- Sexual exploitation of a child
- For purposes of this policy, sexual abuse does not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor.

- “Third-Parties” means:
  - Third-party entities, including vendors, that contract to use Emory University facilities.

How to report suspected Child Abuse:

- Emory University faculty, staff, volunteers, students and Third-Parties should immediately report suspected Child Abuse to the Emory Police Department by submitting the Suspected Child Abuse Reporting Form (see Related Links) or by making an oral report.
- Physicians or Mental Health Professionals who suspect Child Abuse should immediately report such suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed.
- If a child is in imminent danger, Emory University faculty, staff, volunteers, students and Third-Parties should call 911 if not on Emory’s campus or the Emory Police Department at 404-727-6111 if on Emory’s campus to obtain immediate protection for the child.
- The Emory Police Department shall report suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report.
- It is Emory’s policy that no member of the faculty or staff or student making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Compliance:

Any Emory University faculty, staff or students who fail to report a case of suspected Child Abuse are subject to disciplinary action, which could include termination (if a faculty or staff member) or expulsion (if a student). If a Third-Party or volunteer fails to report a case of suspected Child Abuse, it risks termination of its contract or relationship and, if a Third-Party, future client status with Emory University.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.119>
- [Policy on Theft and Other Criminal Incidents](http://policies.emory.edu/4.68) (<http://policies.emory.edu/4.68>)
- [Suspected Child Abuse Reporting Form](http://www.hr.emory.edu/eu/docs/child-abuse-report-form.pdf) (<http://www.hr.emory.edu/eu/docs/child-abuse-report-form.pdf>)

**Contact Information**

Subject	Contact	Phone	Email
	Emory Police Department	404.727.6111	
	Office of the General Counsel	404.727.6011	

**Revision History**

- Version Published on: May 09, 2013
- Version Published on: May 09, 2013
- Version Published on: May 09, 2013 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*