MALTREATMENT OF MINORS
MANDATED REPORTING
**MN DEPARTMENT OF HUMAN SERVICES**  
**MANDATED REPORTER TRAINING**

*Click on links below to participate in the mandated reporter/abuse and neglect training.*  
*As a mandated reporter, you are responsible for understanding this information and how it pertains to you as an employee of Arrowhead Head Start.*

<table>
<thead>
<tr>
<th>TRAINING OVERVIEW</th>
<th>TYPES OF MALTREATMENT</th>
<th>CHILD PROTECTION RESPONSE</th>
</tr>
</thead>
</table>
### WHAT IS CONSIDERED ABUSE & NEGLECT IN MINNESOTA

**Neglect is the most common form of maltreatment**

| Neglect is usually a failure of a child’s caregiver to: | Provide needed food, clothing, shelter, medical or mental health care, education or appropriate supervision.  
Protect a child from conditions or actions that endanger the child  
Take steps to ensure that a child is educated as required by law. |
|---|---|
| The following may also be considered neglect: | Exposing a child to certain drugs during pregnancy  
Causing emotional harm to the child |
| Physical Abuse | Is when a caregiver causes any physical injury, or threatens harm or substantial injury, on a child other than by accident. Physical abuse can range from minor bruises to severe internal injuries and death. |
| Mental Injury | Is harm to a child’s psychological capacity or emotional stability evidenced by an observable and substantial impairment of a child’s functioning. |
| Sexual Abuse | Is when a child is a victim of a criminal sexual act or threatened act committed by:  
• A person responsible for a child’s care  
• A person who has a significant relationship to a child  
• A person in a position of authority. |
Recognizing Child Abuse is posted on the website within the training link of Reporting Maltreatment of Minors or Click Here

Signs & Symptoms to watch for:

Recognizing Child Abuse

The first step in helping abused children is learning to recognize the symptoms of child abuse. Although child abuse is divided into four types—physical abuse, neglect, sexual abuse, and emotional maltreatment—the types are more typically found in combination than alone. A physically abused child, for example, is often emotionally maltreated as well, and a sexually abused child may be also neglected. Any child at any age may experience any of the types of child abuse. Children over age five are more likely to be physically abused and to suffer moderate injury than are children under age five.

**Signs of Physical Abuse**
- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has broken bones or other marks noticeable after an absence from school
- Seems frightened or behaves strangely when it is time to go home from school
- Shows up at the treatment center or doctor's office
- Reports injury by a parent or another adult caregiver
- Consider the possibility of physical abuse when the parent or another adult caregiver: 
  - Seems troubled or depressed
  - Sees the child frequently report an injury
  - Has history of abuse or neglect

**Signs of Neglect**
- Sees the child frequently report an injury
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# WHERE TO REPORT

## SOCIAL SERVICES

Reports of child maltreatment are to be made if in the:
- Family Home
- Relative Home
- Family Child Care
- Child Foster Care

**Cook County**
218-387-3620

**Lake County**
218-834-8400

**St. Louis County**
218-726-2012 OR 218-471-7128 (VA)

## DEPT. OF HUMAN SERVICES

Reports of child maltreatment are to be made if in the:
- Licensed Facilities (Head Start Classrooms by any staff)

DHS, Licensing Division 651-431-6500

**Exception is South Ridge: Reports would be to the Dept. of Education (MDE) 651-582-8546**

## LAW ENFORCEMENT

Reports of child safety emergencies should be made directly to local law enforcement or 911 for immediate intervention.

**Mandated Reporters Must Report Abuse and Neglect. Failure to report could result in a Misdemeanor offense**
**REPORTING & DOCUMENTATION**

- BE PROFESSIONAL.
- ONLY REPORT WHAT YOU KNOW.
- THE DESCRIPTION OF THE REPORT SHOULD BE CLEAR.
- FACTS, KNOWLEDGE, INFERENCES AND ASSUMPTIONS SHOULD BE CAREFULLY DOCUMENTED.
- USE OBJECTIVE DESCRIPTIONS AND QUOTES PRECISELY.
- OPINIONS ARE TO NEVER BE DOCUMENTED AND REPORTED.

**Remember**

The mandated reporter must send a written maltreatment report to Social Services within 72 hours.

a. In the event the county **does have** a secured online form, the mandated reporter will fill it out and submit within 72 hours.

b. In the event the county **does not** have a secure online form or the form is unavailable, the mandated reporter will fill out Arrowhead Head Start’s “Child Maltreatment Report”. The mandated reporter will mail or hand deliver the form to Social Services within 72 hours.
Important Changes to Remember:

- When you make a report, you are **no longer required** to contact your supervisor. However, if you choose to contact them to discuss the situation before making the report that is up to you.

- You **no longer need to send in a copy** of the written report to the Head Start office.
COMPLETE KNOWLEDGE CHECK

REPORTING THE MALTREATMENT OF MINORS