



Policy and Procedures for Reporting Abuse/Neglect of Children and Vulnerable Adults

POLICY

This policy acknowledges Second Step Housing's intent to follow Washington's child abuse reporting law (RCW 26.44.030) and the vulnerable adults reporting law (RCW 74.34.035).

Second Step Housing philosophy is to empower individuals toward positive self-care. We inform the family of the need to report the situation and encourage them to make the report themselves and verify that they have indeed reported. Informing the family is not required if it will jeopardize the safety of the victim or jeopardize state or law enforcement investigation.

All Second Step Housing staff members and volunteers are mandatory reporters of abuse and neglect of children and vulnerable adults.

"When any"... Second Step Housing staff or volunteer..."has reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect, he or she shall report such incident, to the proper law enforcement agency or to the department (Child or Adult Protective Services) as provided in RCW 26.44.030 & RCW 74.34.035. The report shall be made at the first opportunity but in no case longer than forty-eight (48) hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect."

PROCEDURE

The staff member/volunteer must inform their Supervisor or Executive Director and follow any program-specific procedures.

When a Second Step Housing staff member or volunteer has reasonable cause or strong suspicion to believe that the child/person is **in imminent risk of harm**, the staff member/volunteer must **call 911**.

When a Second Step Housing staff member or volunteer has reasonable cause or strong suspicion to believe that abuse or neglect has occurred, the staff member/volunteer must:

- **call the law enforcement non-emergency number:**
 - 311 is the new non-emergency call line
 - Vancouver Police Department (360) 696-8292
 - Clark County Sheriff's Office (360) 397-2211

- call the **Children’s Protective Services** Hotline number:
 - Clark County (360) 993-7901 or after hours 1-800-562-5624
 - Portland Metro Area(503) 731-3100

- call **Adult Protective Services** reporting number:
 - Clark County (360) 397-9500
 - Portland Metro Area (503) 988-3646

I acknowledge that I have read, understand, and agree to comply with this abuse reporting policy as a condition of employment.

Name	Position	Date
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